

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council

To be held at Warren Shire Council Chambers
on 24 June 2019

CASTLEREAGH MACQUARIE COUNTY COUNCIL



BUSINESS PAPER

Notice is hereby given, pursuant to Council's Code of Meeting Practice, that the Ordinary Meeting of Castlereagh Macquarie County Council will be held at the Warren Shire Council Chambers on Monday 24 June 2019 commencing at 10.00am

Your attendance is requested.

**Don Ramsland
General Manager
5 March, 2019**

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CASTLEREAGH MACQUARIE COUNTY COUNCIL

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AGENDA - ORDINARY COUNCIL MEETING

Monday 24 June, 2019

- 1. WELCOME**
- 2. APOLOGIES**
- 3. DECLARATION OF INTERESTS**
- 4. CONFIRMATION OF MINUTES for Meeting held Monday 25 March, 2019**
- 5. MATTERS ARISING FROM MINUTES**
- 6. REPORT FROM CHAIRMAN**

7. REPORT OF THE GENERAL MANAGER

- Item 7.1 Reconciliation Certificates – 31 March, 30 April and 31 May 2019.....page 12
- Item 7.2 Quarterly Budget Review Statement as at 31 May, 2019.....page 18
- Item 7.3 Draft Operational Plan and Budget and IP&R Documentation 2018/19.....page 30
- Item 7.4 Organisational Action Plan Review Updatepage 31
- Item 7.5 Review of Model Codes of Conduct/Administrative Procedures
and Meeting Practicepage 37
- Item 7.6 Review of Investment Policy and Procedures.....page 44
- Item 7.7 Lightning Ridge, Quanda and Baradine - Research Collaboration Subcontract
.....page 47
- Item 7.8 Matters for Brief Mention or Information Only - June 2019.....page 51

8. REPORT OF THE SENIOR WEEDS OFFICER

- Item 8.1 Senior Biosecurity Officers Report.....page 84
- Item 8.2 Biosecurity Officers Report.....page 88
- Item 8.3 Contentious Issue: Use of Glyphosate in Land Management.....page 89

9. CONFIDENTIAL

- Item 9.1 Review of Organisational Structure.....page 92
- Item 9.2 Review of Salary System.....page 91
- Item 9.3 General Manager's Contract.....page 96

10. QUESTIONS FOR NEXT MEETING

- 11. CONFIRM DATE OF NEXT MEETING – Monday 19 August, 2019 at Warrumbungle Shire Chambers**

12. CLOSE OF MEETING

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ITEM 4. CONFIRMATION OF MINUTES

REPORTING SECTION: General Manager

AUTHOR: Don Ramsland – General Manager

FILE NUMBER:

Summary:

To confirm the minutes of the meeting of Castlereagh Macquarie County Council held at Coonamble Shire Council Chambers on Monday 25 March, 2019.

Confirmation of Minutes of Meeting held on 25th March 2019
<p>Recommendation:</p> <p>That the Minutes of the meeting of Castlereagh Macquarie County Council, held at Coonamble Shire Council Chambers on Monday 25 March, 2019 and having been circulated, be confirmed as a true and accurate record of that meeting.</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Meeting Minutes – 25 March, 2019 – Coonamble Shire Council Chambers

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CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

MINUTES OF THE MEETING OF THE CASTLEREAGH MACQUARIE COUNTY COUNCIL HELD AT THE COONAMBLE SHIRE COUNCIL CHAMBERS ON MONDAY 25 MARCH 2019 COMMENCING AT 10:00AM

PRESENT: Cllrs D. Batten (Chairman), G. Peart, A. Brewer, P. Shinton, M. Webb, I. Woodcock and M. Martinez

ABSENT: Nil

Staff Members: D. Ramsland (General Manager), A. Fletcher (Senior Weeds Officer), C. Molloy (Weeds Officer) and A. Carraro (Minute Secretary).

1. **WELCOME:** Cllr Batten welcomed all councillors and staff to the meeting.
2. **APOLOGIES:** Cllrs R. Lewis, B. Fisher and M. Beach

03/19/1 Resolved:

That apologies from Cllrs R. Lewis, B. Fisher and M. Beach be accepted and leave of absence be granted.

Moved: Cllr Webb

Seconded: Cllr Peart

Carried

3. **DECLARATIONS OF INTEREST- Nil**

4. **CONFIRMATION OF MINUTES**

03/19/2 Resolved:

That the minutes of the meeting of Castlereagh Macquarie County Council, held at Gilgandra Shire Council Chambers on Monday 3rd December 2018, having been circulated, be confirmed as a true and accurate record of that meeting.

Moved: Cllr Shinton

Seconded: Cllr Woodcock

Carried

5. **MATTERS ARISING FROM MINUTES – Nil**

6. **CHAIRMAN'S REPORT - Nil**

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Item 7.1 Reconciliation Certificates 30 November, 31 December, 2018 and 31 January and 28 February 2019

Recommendation: 1. That the Bank Reconciliations as at 30 November, 31 December, 2018 and 31 January and 28 February 2019 be received and noted.
2. That Chairman Clr Batten contact the Chief Executive Officers of the North West and Central West Local Land Services to chase up payment of outstanding amounts for the 2018/2019 WAP Grants which were raised by Council in January.

03/19/3 Resolved:

1. That the Bank Reconciliations as at 30 November, 31 December, 2018 and 31 January and 28 February 2019 be received and noted.
2. That Chairman Clr Batten contact the Chief Executive Officers of the North West and Central West Local Land Services to chase up payment of outstanding amounts for the 2018/2019 WAP Grants which were raised by Council in January, 2019.

Moved: Clr Woodcock

Seconded: Clr Peart

Carried

Item 7.2 Quarterly Budget Review Statement – Period Ended 28 February, 2019

Recommendation: That the Quarterly Budget Review Statement for the period ended 28 February, 2019 be received and noted, and the recommended variations to the revised budget as detailed in the attached statement be adopted.

03/19/4 Resolved:

That the Quarterly Budget Review Statement for the period ended 28 February, 2019 be received and noted, and the recommended variations to the revised budget as detailed in the attached statement be adopted.

Moved: Clr Martinez

Seconded: Clr Webb

Carried

Item 7.3. Draft Operational Plan and Budget – 2019/2020 and Integrated Planning & Reporting Documentation

Recommendation: That Council adopt the draft 2019/2020 draft Operational Plan and Budget (*scenario 3 – planned*), together with draft Integrated Planning and Reporting Documentation, in principle and they be placed on public exhibition and comment invited prior to the documents being further considered for formal adoption at Council's meeting on 24 June, 2019.

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CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

03/19/5 Resolved:

That Council adopt the draft 2019/2020 draft Operational Plan and Budget (scenario 3 – planned), together with draft Integrated Planning and Reporting Documentation, in principle and they be placed on public exhibition and comment invited prior to the documents being further considered for formal adoption at Council's meeting on 24 June, 2019.

Moved: Cllr Webb

Seconded: Cllr Shinton

Carried

Item 7.4. Organisational Action Plan Review – March 2019

Recommendation: That Council receive and note the General Manager's report in respect of the progress being made in respect of the revised Organisational Action Plan and endorse the action taken so far.

03/19/6 Resolved:

That Council receive and note the General Manager's report in respect of the progress being made in respect of the revised Organisational Action Plan and endorse the action taken so far.

Moved: Cllr Webb

Seconded: Cllr Peart

Carried

Item 7.5. Review of Codes, Policy Documents and SOPs

Recommendation: That Council endorse the action being taken to undertake a comprehensive review of its various codes, policies and standard operating procedures.

03/19/7 Resolved:

That Council endorse the action being taken to undertake a comprehensive review of its various codes, policies and standard operating procedures.

Moved: Cllr Shinton

Seconded: Cllr Webb

Carried

Item 7.6. Review of Investments Policy – Transfer of Funds to Reserves

Recommendation: 1. That Council receive and note the General Manager's report, review its Investments Policy and delegate authority to the General Manager to place any surplus funds in a cash backed General Reserve or other Reserves at the most effective rate be it cheque account, a daily at call account or interest-bearing deposits.

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2. That any such investments be in accord with the Office of Local Government Guidelines.

03/19/8 Resolved:

1. That Council receive and note the General Manager's report, review its Investments Policy and delegate authority to the General Manager to place any surplus funds in a cash backed General Reserve or other Reserves at the most effective rate be it cheque account, a daily at call account or interest-bearing deposits.

2. That any such investments be in accord with the Office of Local Government Guidelines.

Moved: Cllr Peart

Seconded: Cllr Webb

Carried

Item 7.7. Items for Brief Mention or Information Only – March 2019

Recommendation: 1. That the above issues for brief mention or information only as detailed in the General Manager's report to the March, 2019 meeting be received and noted and Council determine what further action, if any, should be taken in respect of the matters listed.

2. That the General Manager provide a report to the next meeting on the implementation of vehicle tracking devices to meet Council's WH&S obligations in relation to employees working alone.

03/19/9 Resolved:

1. That the above issues for brief mention or information only as detailed in the General Manager's report to the March, 2019 meeting be received and noted and Council determine what further action, if any, should be taken in respect of the matters listed.

2. That the General Manager provide a report to the next meeting on the implementation of vehicle tracking devices to meet Council's WH&S obligations in relation to employees working alone.

Moved: Cllr Woodcock

Seconded: Cllr Shinton

Carried

8. SENIOR WEEDS OFFICER'S REPORT

Item 8.1. Senior Weeds Officer's Report

Recommendation: 1. That Council receive and note the Senior Weeds Officer's Report and

2. That the General Manager, as a matter of urgency after consultation with the Senior Weeds Officer, contact the General Managers of each constituent council to resolve mapping issues to enable access to landholder details to allow inspection notices to be issued as soon as possible following field inspections with a view to having the situation resolved and a program for visiting each of the Constituent Councils be implemented before the end of May, 2019.

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03/19/10 Resolved:

1. That Council receive and note the Senior Weeds Officer's Report and
2. That the General Manager, as a matter of urgency after consultation with the Senior Weeds Officer, contact the General Managers of each constituent council to resolve the mapping issues to enable access to landholder details to allow inspection notices to be issued as soon as possible following field inspections with a view to having situation resolved and a program for visiting each of the Constituent Councils be implemented before the end of May, 2019.

Moved: Clr Peart
Seconded: Clr Brewer

Carried

The meeting adjourned for morning tea at 11:40am.

The meeting resumed at 11:50am with all those previously in attendance again present.

CONFIDENTIAL SESSION

1. Motion to move in to Confidential Session

3/19/11 Resolved:

That at 11.25am Council move into Confidential session and that the public be excluded from the meeting pursuant to Section 10A (2) (a) and (c) of the Local Government Act 1993 on the basis that the matters being considered are in relation to staff and/or commercial in confidence.

Moved: Clr Webb
Seconded: Clr Shinton

Carried

3/19/12 Resolved:

That Council move the Suspension of Standing Orders.

Moved: Clr Peart
Seconded: Clr Webb

Carried

3/19/13 Resolved:

That Council move the Resumption of Standing Orders.

Moved: Clr Webb
Seconded: Clr Martinez

Carried

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CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES

Item 9.1. Long Term Structural/Strategic Options for Castlereagh Macquarie County Council

3/19/14 Recommendation:

That Council stay with the present structure for a further 12 months from 1st July, 2019, and review the position again in September, 2019.

Moved: Cllr Martinez

Seconded: Cllr Webb

Carried

Item 9.2. General Manager's Contract

3/19/15 Recommendation:

Based on verbal advice received from the Office of Local Government:

1. The CMCC advertise a position of Part-Time General Manager for a period of up to three years
2. Recruitment to be undertaken in-house with the support of the Gilgandra Shire Council's Human Resources staff
3. A panel comprising of the Chairperson, Deputy Chairperson and Councillor Martinez source a position description
4. The abovementioned panel will determine a shortlist of applicants for interview
5. Formal selection will be made by the full Board of CMCC

Moved: Cllr Martinez

Seconded: Cllr Shinton

Carried

2. Motion to move out of Confidential Session

3/19/16 Resolved:

That at 11.35am Council move out of Confidential Session.

Moved: Cllr Webb

Seconded: Cllr Martinez

Carried

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3. Adoption of Committee Recommendation

3/19/17 Resolved:

That the following recommendation for the Confidential Committee be adopted:

A. That Council stay with the present structure for a further 12 months from 1st July, 2019, and review the position again in September, 2019 and

Based on verbal advice received from the Office of Local Government:

1. The CMCC advertise a position of Part-Time General Manager for a period of up to three years
2. Recruitment to be undertaken in-house with the support of the Gilgandra Shire Council's Human Resources staff
3. A panel comprising of the Chairperson, Deputy Chairperson and Councillor Martinez source a position description
4. The abovementioned panel will determine a shortlist of applicants for interview
5. Formal selection will be made by the full Board of CMCC

Proceedings in Brief: Councillor Shinton will research the hours of employment of like positions in single purpose Councils

Moved: Cllr Webb

Seconded: Cllr Martinez

Carried

GENERAL BUSINESS

1. That every effort be made to recruit a replacement Biocontrol Officer (Weeds) for Walgett as soon as possible.
2. Cllr Webb indicated that he would attend a Hudson pear workshop at Coonamble on Tuesday 26 March, 2019 on behalf of Council.

MEETING

The next meeting is scheduled for Monday 24 June, 2019 at Warren.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 1.25 pm

To be confirmed as a true and accurate record at the Council Meeting to be held on Monday 24 June, 2019.

CHAIRMAN

GENERAL MANAGER

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General Manager's Report

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**ITEM 7.1. RECONCILIATION CERTIFICATES – 31 MARCH, 30 APRIL
AND 31 MAY, 2019**

RECONCILIATION CERTIFICATE - 31 March 2019

Reconciled Ledger Accounts for 31 March 2019 are as follows:

Balance of Ledger – 1-1110

Balance 28/02/19	588,337.00
Plus Receipts	307,569.10
Less Payment	69,557.04
	<u>\$826,349.06</u>

Balance of Bank Accounts

Balance 31/03/2019 #273228001484	\$826,349.06
Less: Outstanding Cheques	Nil
	<u>\$826,349.06</u>

ELE Reserve Balance	1-1210	31/03/2019	\$107,819.22
Plant Reserve	1-1220	31/03/2019	\$9,000.00
Debtors Balance	1-1310	31/03/2019	\$282,207.99
Stores Balance	1-1410	31/03/2019	\$33,254.40

Karren Foran	Inv 9016	5/02/18	178.99
Warrumbungle Shire Council	Inv 9054	14/11/18	4,059.00
RMS – Narrabri	Inv 9056	14/11/18	2,876.50
Chris Corneliusen	Inv 9030	19/03/19	93.50
NSW Department of Primary Industries	Inv 9046	26/03/19	275,000.00

Total			\$282,207.99
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INVESTMENTS REGISTER

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
PART472250081929	30/10/2018	107,819.22	CBA	2.30	18 months	30/04/2020	AAA
Details	Employee Leave Entitlement (ELE) Reserve						

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
PART472250081929	30/10/2018	9,000	CBA	2.30	18 months	30/04/2020	AAA
Details	Plant Reserve						

Certification – Responsible Accounting Officer

1. I hereby certify that the investments listed in the attached report have been made in accordance with Section 625 (2) of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005, The Ministerial Investment Order of 12 January, 2016 and Council's Investment and Procedures Policy, 2019.
2. I hereby certify that Council's cash book and ledger have been reconciled to the bank statement as at (date)

Don Ramsland
General Manager/Responsible Accounting Officer

Recommendation:

The Statement of Bank Balances and Investments as at 31 March 2019 be received & adopted.

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RECONCILIATION CERTIFICATE - 30 April 2019

Reconciled Ledger Accounts for 30 April 2019 are as follows:

Balance of Ledger – 1-1110

Balance 31/03/19	826,349.06
Plus Receipts	1,485.68
Less Payment	103,229.92
	<u>\$724,604.82</u>

Balance of Bank Accounts

Balance 30/04/2019 #273228001484	\$724,604.82
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Less: Outstanding Cheques	Nil
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\$724,604.82

ELE Reserve Balance	1-1210	30/04/2019	\$107,819.22
Plant Reserve	1-1220	30/04/2019	\$9,000.00
Debtors Balance	1-1310	30/04/2019	\$282,496.74
Stores Balance	1-1410	30/04/2019	\$54,854.40

Karren Foran	Inv 9016	5/02/18	178.99
Warrumbungle Shire Council	Inv 9054	14/11/18	4,059.00
RMS – Narrabri	Inv 9056	14/11/18	2,876.50
NSW Department of Primary Industries	Inv 9046	26/03/19	275,000.00
St Lawrence's Primary School	Inv 9047	15/04/19	382.25

Total			\$282,496.74
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INVESTMENTS REGISTER

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
PART472250081929	30/10/2018	107,819.22	CBA	2.30	18 months	30/04/2020	AAA
Details	Employee Leave Entitlement (ELE) Reserve						

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
PART472250081929	30/10/2018	9,000	CBA	2.30	18 months	30/04/2020	AAA
Details	Plant Reserve						

Certification – Responsible Accounting Officer

1. I hereby certify that the investments listed in the attached report have been made in accordance with Section 625 (2) of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005, The Ministerial Investment Order of 12 January, 2016 and Council's Investment and Procedures Policy, 2019.
2. I hereby certify that Council's cash book and ledger have been reconciled to the bank statement as at (date)

Don Ramsland
General Manager/Responsible Accounting Officer

Recommendation:

The Statement of Bank Balances and Investments as at 30 April 2019 be received & adopted.

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RECONCILIATION CERTIFICATE - 31 May 2019

Reconciled Ledger Accounts for 31 May 2019 are as follows:

Balance of Ledger – 1-1110

Balance 30/04/19	724,604.82
Plus Receipts	286,466.42
Less Payment	61,104.78
	<u>\$949,966.46</u>

Balance of Bank Accounts

Balance 31/05/2019 #273228001484	\$949,966.46
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Less: Outstanding Cheques	Nil
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\$949,966.48

ELE Reserve Balance	1-1210	31/05/2019	\$107,819.22
Plant Reserve	1-1220	31/05/2019	\$9,000.00
Debtors Balance	1-1310	31/05/2019	\$7,214.59
Stores Balance	1-1410	31/05/2019	\$55,114.40

Karren Foran	Inv 9016	5/02/2018	178.99
Warrumbungle Shire Council	Inv 9054	14/11/2018	4,059.00
Coonabarabran Show Trust	Inv 9065	6/05/2019	2,700.50
Gilgandra Shire Council	Inv 9066	29/05/2019	276.10

Total			\$7,214.59
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INVESTMENTS REGISTER

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
PART472250081929	30/10/2018	107,819.22	CBA	2.30	18 months	30/04/2020	AAA
Details	Employee Leave Entitlement (ELE) Reserve						

Investment Number	Date invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
PART472250081929	30/10/2018	9,000	CBA	2.30	18 months	30/04/2020	AAA
Details	Plant Reserve						

Certification – Responsible Accounting Officer

1. I hereby certify that the investments listed in the attached report have been made in accordance with Section 625 (2) of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005, The Ministerial Investment Order of 12 January, 2016 and Council's Investment and Procedures Policy, 2019.
2. I hereby certify that Council's cash book and ledger have been reconciled to the bank statement as at (date)

Don Ramsland
General Manager/Responsible Accounting Officer

Recommendation:

The Statement of Bank Balances and Investments as at 31 May 2019 be received & adopted.

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ITEM 7.2. QUARTERLY BUDGET REVIEW STATEMENT AS AT 31 MAY, 2019

REPORTING SECTION: General Manager

AUTHOR: Don Ramsland – General Manager

FILE NUMBER:

Summary:

An analysis of Council's actual income and expenditure to 31 May, 2019 has now been completed and a revised budget result forecast for the year ending 30 June, 2019 has been prepared showing the anticipated result on present trends.

These results are summarised as follows:

	Budgeted Surplus/(Loss) \$	Revised Budget Surplus/(Loss) \$	Forecast Budget Surplus / (Loss)\$
Revised Operating budget result	\$121,547	\$102,739	\$224,286
Capital Budget result	(\$61,697)	(\$166,303)	(228,000)
Revised Net Result	\$59,850	(\$63,564)	(\$ 3,714)

Background:

Financial information made available to councillors should adequately disclose council's overall financial position and provide sufficient information to enable informed decision making and ensure that council remains on track to meet the objectives, targets and outcomes set out in its operational plan, adopted budget and delivery program. This has particular relevance as Council begins formulating its budget for 2019/2020 and what the long-term financial outcome planning will look like ten years down the track.

Council's part-time General Manager continues to operate remotely and the work load has proved to be much higher than expected. However, this aspect continues to be monitored to ensure appropriate accounting controls remain in place. A separate report is being prepared to address this issue. A higher level of responsibility is being placed on the Senior Biosecurity Officer to undertake the necessary checks and balances in respect of staff control and day to day expenditure as it relates particularly to WAP funding reporting requirements.

As previously advised Walgett Shire Council continues to provide administrative support and whilst the nominated officer returned from maternity leave in early October, 2018, Walgett Shire Council was unable to provide adequate relief staff when the officer took annual leave in February and June, 2019 and alternative arrangements had to be made at CMCC level to cover this period.

Current Position:

The attached Quarterly Budget Review Statement (QBRs) has been prepared as a document which breaks down the actual budget line item income and expenditure for the year, details any variations from the original budget in respect of those various line items is also attached. It is proposed to go over these variations in detail at the meeting.

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However, in summary, and in view of the fact that this is the third quarterly report in respect of 2018/19, variations are only minor.

These variations reveal a net operating budget surplus for the period of \$224,286 after provision has been made for depreciation of \$62,517.

This result is well above the expectations voiced at the time of adopting the 2018/19 budget and operational plan at the June, 2018 meeting. It is due mainly to an additional Grant of \$250,000 received from the Department of Primary Industries for Research Collaboration Subcontract which involves the Administration of funds amounting to \$200,000 for the construction of a Hudson pear biocontrol mass-rearing facility at Lightning Ridge and \$50,000 for the surveillance and management of the Hudson pear incursions recently discovered at Quanda and Baradine.

This QBRs sets out the recommended changes to the revised expenditure budget of \$75,855 net. These are listed on the budget worksheet and relate to mainly to changes in computer costs, additional supervision costs and WAP expenditure, field day expenses, private works income, plant operating expenses and depreciation costs. The cost of works carried forward from 2017/18 were flagged at the November review. There is also a saving in leave expenses which will have to be recognised by an additional transfer to the ELE Reserve at the end of the financial year.

This increase in expenditure has been offset by an increase in income of \$ 300,323 from grant income private works, CPI adjustments and other sundry amounts

However, additional expenses estimated in the order of \$30,000 will be incurred shortly to support the construction of the Hudson pear mass-rearing facilities Lightning Ridge and surveillance and management of Hudson pear at Quanda and Baradine.

From a capital perspective, we earlier reported \$29,091 in additional income from the trading in of a vehicle for a better than expected price of \$27,273 and the sale of an old quick spray unit for \$1,818.

Provision has now been made to transfer \$220,000, being the balance of funds received from the DPI, to a reserve which will be drawn down to meet future expenditure

A separate page with reference to our updated key performance ratios and required declarations in respect of contractual arrangements, consultancies and legal expenses is also included. Our exact key performance details are out with our audited financial statements for 2017/18.

After allowing for capital income/expenditure Council will operate at an estimated overall deficit in 2018/19 of \$3,714 after allowing the above reserve transfer and additional depreciation.

Council's surplus of \$297K achieved in 2017/18 will be the subject of a further consideration in the 2019/20 budget once a clearer position the season is having on property inspection and road side spraying activities will be available. The appointment of an additional weeds officer to cover either the Walgett Shire or Coonabarabran area is taking a little longer than expected.

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Recent advertising appears to have attracted a suitable field of applicants and interviews will be held shortly.

The announcement of WAP 1520 funding for 2018/19 resulted in a slight increase of \$4,713 in line with standard CPI adjustments. It seems that there will be a similar increase available for 2019/20.

It is anticipated that Council will continue to attract a reasonable level of private works which, if appropriate, will be undertaken using casual/contract resources.

The planning for the construction of new depot facilities at Coonamble is progressing slowly with an investigation of the availability of the proposed site being questioned. Plant purchases provided for in the plant and equipment replacement programme for 2018/19 have been completed. An order has now been placed for remote monitoring equipment for our field staff to address possible WH&S issues when they are working alone at a distance from major towns. Other new technology is being investigated to achieve the most effective outcomes for our future operations.

Relevant Reference Documents/Policies:

The Local Government (General) Regulation 2005

Local Government Act 1993, as amended

DLG Circular 10/32 – Quarterly Budget Review Statement

Governance Issues:

Council continues to monitor developments with regards the establishment of Joint Organisations as outcomes in this area could impact on the degree of certainty in which to plan for the immediate and short-term future.

Stakeholders:

Castlereagh Macquarie County Council Constituent Councils – Shires of Warrumbungle, Coonamble, Gilgandra, Walgett and Warren.

Financial Implications:

It is proposed to discuss the matter what level of grant funds which may become available in 2019/20 following the coming State and Federal elections in the confidential section of the meeting as further cuts could impact unfavourably on Council's bottom line.

Legal Issues:

In the event of the County Council being wound-up, constituent councils would share in any surplus funds realised or be required to make good and shortfall.

Alternative Solutions/Options:

As previously advised, Council's financial position, both in immediate future and going forward needs to be continually monitored closely.

Conclusion:

Council's ongoing actions are aimed at rectifying the financial downturn that was compounded by significant operating losses over the last decade. To date, the measures seem to be working

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quite satisfactorily but the situation needs to be regularly monitored to identify if and when any further action is required to maintain our viability, sustainability and affordability.

Quarterly Budget Review Statement – 31 May 2019
--

Recommendation:

That the Quarterly Budget Review Statement for the period ended 31 May 2019 be received and noted, and the recommended variations to the revised budget as detailed in the attached statement be adopted.

Moved:

Seconded:

Attachments:

Attachment A - Quarterly Budget Review Statement – Signed Statement by Responsible Accounting Officer

Attachment B - Quarterly Budget Review Statement as at 31 May, 2019

Attachment C - Cash Flow Statement as at 31 May, 2019

Attachment D - Quarterly Budget Review Statement 31 May, 2019 – Operating Budget – Detailed Breakdown

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Attachment A - Quarterly Budget Review Statement – Signed Statement by Responsible Accounting Officer

Statement by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

It is my opinion that the Quarterly Budget Review Statement for the Castlereagh Macquarie County Council for the period ended 31 May, 2019 indicates that Council's projected financial position as at 30 June, 2019 will be satisfactory at year end having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

This statement is made on the proviso that any resolution passed at Council's meeting on 24 June, 2019 in respect budget amendments and associated issues to offset any loss in grant income are implemented within the timelines determined or as duly amended.

Signed:  _____

Date: 17 June, 2019

Don Ramsland - Responsible Accounting Officer – Castlereagh Macquarie County Council

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Attachment B - Quarterly Budget Review Statement as at 31 May, 2019

Recommended Changes to Revised Budget

A. Revenue Income (net)	\$	\$
Additional WAP Grant income	\$ 30,000	
Additional Bank Interest	\$ 2,500	
Workers Comp incentive	\$ 317	
Additional of Private Works income	\$267,323	
Total – Revenue Income Adjustments		\$300,140

Revenue Expenditure (net)

Additional Regional Meeting Expenses	\$ 750
Additional Storage Rental	\$ 171
Additional Computer Biosecurity System	\$ 1,747
Additional Tool box meeting costs	\$ 738
Saving Workers Compensation	(\$ 1,610)
Protective Clothing	\$ 609
Additional Supervision Costs	\$6,178
Additional WAP Grant Costs (net)	\$44,714
Saving Contract Spraying allowance	(\$50,000)
Destruction of Weeds Expenses	\$3,374
Additional Field Day Costs	\$ 4,606
Additional Private Works Expenses	\$43,457
Additional Plant Expenses	\$3,604
Additional Depreciation Expenses	\$17,517
Total Revenue Expense Adjustments	\$75,855

Net Increase in Operating Surplus **\$224,286**

B. Capital Income Adjustments (net) - **\$ Nil**

C. Capital Expenditure Adjustments (net) **(\$228,000)**

Total – Capital Adjustments **(\$228,000)**

I

Net decrease in Total Surplus **(\$3,714)**

Budget Review - Key Performance Indicators Statement

- 1. Unrestricted Current Ratio – 7.73:1** (1 July, 2018)
- 2. Debt Service Ratio – Nil:1** (1 July, 2018)
- 3. Building and Infrastructure Renewal Ratio** - as a 1 July, 2018 this ratio was 0.00% as Council had made no provision for assets renewals

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4. Cash Expense Cover Ratio – 9.13 months

Budget Review - Contracts and Other Expenses

Part A – Contracts Listing - Council has not entered into any contracts.

Part B – Consultancy and Legal Expenses

<u>Expense</u>	<u>Expenditure YTD</u>	<u>Budgeted</u>
	\$	Y/N
Consultancies	300	No
Legal Fees	Nil	No

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Attachment C - Cash Flow Statement as at 31 May, 2019

			Actual	Actual	Actual	Actual	Actual	Estimate
			2014	2015	2016	2017	2018	2019
Cash Flows from Operating Activities								
<u>Receipts</u>								
User Fees and Charges			10	15	29	38	61	23
Investment and Interest Revenue			5	6	6	6	7	6
Grants and Contributions			1013	940	823	878	867	1166
Bonds, Deposits and Retention amounts			-	-				
Other			201	132	120	101	99	156
<u>Payments</u>								
Employee Benefits and Oncosts			-1037	-900	-626	-591	-591	-1007
Materials and Contracts			-89	-78	-26	-27	-32	-26
Other			-221	-198	-226	-220	-168	-136
Net Cash provided/used in Operating Activities			-118	-83	100	185	243	182
Cash Flows from Investing Activities								
<u>Receipts</u>								
Sale of Infrastructure, Property, Plant and Equipment			2	414	16	5	11	15
<u>Payments</u>								
Purchase of Infrastructure, Property, Plant and Equipment			-	9	-69	-64	-66	-54
Investments			-	-				
Net Cash provided/used in Investing Activities			2	423	-53	-59	-55	-39
Cash Flows from Financing Activities								
<u>Receipts</u>								
Proceeds from Borrowings and Advances			250	-	0	-	0	
Transfer from Plant Reserve								
<u>Payments</u>								
Repayment of Borrowings and Advances			-	-100	-100	-50	0	
Net Cash Flow provided/used in Financing Activities			250	-100	-100	-50	0	
Net Increase/(Decrease) in Cash and Cash Equivalents			134	240	-53	76	188	221
add Cash and Cash Equivalents - beginning of year			17	151	391	338	414	414
Cash and Cash Equivalents - end of year			151	391	338	414	602	635
Investments on hand - end of year			-	-				
Total Cash, Cash Equivalents and Investments			151	391	338	414	602	635

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Attachment D - Quarterly Budget Review Statement 31 May, 2019 – Operating Budget – Detailed Breakdown

		revised	adopted												
		estimate	budget		Amendments					Revised	YTD	remainder	projected	further	%
		2017/18	2018/19	01-07-18	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Budget	31/05/19	of year	for year	variance		
INCOME															
Administration															
DPI - MVWAC Grant															
DPI - NW LLS WAP Grant		106,256	108,700				2,337		111,037	111,037	-	111,037	0	100.00	
DPI - CW LLS WAP Grant		188,174	192,502				2,376		194,878	194,878	30,000	224,878	30,000	86.66	
MVWAC - Group Weed Subsidy							895		895	895		895	-		
Weed Certificates		5,000	4,000						4,000	1,886	2,114	4,000		47.15	
Constituent Council Contris		514,145	525,970						525,970	525,970	0	525,970		100.00	
Interest on Investments		5,000	3,500						3,500	4,986	1,014	6,000	2,500	83.10	
Property Insurance Rebate		3,000	3,000						3,000	2,084	916	3,000		69.47	
Vehicle Insurance Adj		1,500	1,500						1,500		1,500	1,500		0.00	
WH&S Incentive Rebate		5,000	5,000				1,699		6,699	6,699	-	6,699	-	100.00	
Workers Comp Incentive payment		832	515						515	832		832	317	100.00	
MV Claim discount		2,580	2,580						2,580		2,580	2,580		0.00	
Jury Duty		-	-											0.00	
Administration - Total		831,487	847,267				7,307		854,574	849,267	38,124	887,391	32,817	95.70	
Destruction of Weeds															
Con't from Constituent Councils														0.00	
Mesquite Control - Grant														0.00	
Parthenium Weed - Grant														0.00	
Parkinsonia - Grant														0.00	
Destruction of Weeds - Total														0.00	
Private Works															
Private Works Income														0.00	
Bre Shire - Private Works														0.00	
Coonamble Private Works														0.00	
Warrumbungle Shire Private Works		7,762				2,615	7,855		10,470	13,358		13,358	2,888	100.00	
Warren Private Works					327				327	327		327	-	100.00	
Walgett Shire Private Works		28,076				1,302	21,880		23,182	23,182		23,182	-	100.00	
Gilgandra Private Works		1,970					230		230	481		481	251	100.00	
WLC (HP)									-				-	0.00	
Walget Shire - HP									-				-	0.00	
North West LLS - Parkinsonia		37,727			8,181				8,181		8,181	8,181	-	0.00	
Western CMA (HP)									-		-	-	-	0.00	
Western LLS (HP) S/R Analysis									-		-	-	-	0.00	
North West LLS Pamphlet Project					8,181				8,181		8,181	8,181	-	0.00	
NW LLS - H P Bio Control Project		10,000			4,535				4,535		4,535	4,535	-	0.00	
DPI Bio Facility - LR 9 Mile Road										200,000		200,000	200,000		
DLWC - 5 Ways Project Grant									-	50,000		50,000	50,000	100.00	
DPI HP PRMF Project VSS		11,818							-		-	-	-	0.00	
DPI HP PRMF Project R 7623 LR		9,091	39,207		- 39,207				-		-	-	-	0.00	
DPI HP PRMF Project R7623 Cbh		5,000	14,184		- 14,184				-		14,184	14,184	14,184	0.00	
DPI HP VSS Fire Trails					1,737				1,737		1,737	1,737	-	0.00	
Agency Commissions									-		-	-	-	0.00	
Sale of Parts etc									-		-	-	-	0.00	
Private Works - Total		111,444	53,391	16,362	- 46,792	3,917	29,965		56,843	287,348	36,818	324,166	267,323	88.64	
Other Income									-						
Plant Income		120,000	140,000						140,000	113,750	26,250	140,000		81.25	
profit on sale of plant		10,908							-					0.00	
Const Council Advances		-	-						-					0.00	
Other Income - Total		130,908	140,000						140,000	113,750	26,250	140,000		81.25	
Revenue Income - Total		1,073,839	1,040,658	16,362	- 46,792	3,917	37,272		1,051,417	1,250,365	101,192	1,351,557	300,140	92.51	
EXPENDITURE															
Administration Costs															
General Manager's Salary		22,583	25,000						25,000	22,916	2,084	25,000		91.66	
Clerical Assistance														0.00	
Commission on auction sale														0.00	
Contract Administrative Support		35,000	35,875						35,875	23,864	12,011	35,875		66.52	
MVWAC - Project Officer Costs		5,446	5,446						5,446	82	5,364	5,446		1.51	
Orange CC - Weeds Coord cont		20,610	21,125						21,125		21,125	21,125		0.00	
IPR Costs		318	328						328		328	328		0.00	
Regional Meeting Expenses		6,842	2,500			925	2,690		6,115	6,865		6,865	750	100.00	
BioSecurity Info Expenses									-		-	-	-	0.00	
Travelling		2,000	2,000						2,000	1,280	720	2,000		64.00	
Audit Fees		10,500	10,815						10,815	10,505	310	10,815		97.13	
Advertising		3,990	2,814			2,070	5,976		10,860	9,869	991	10,860	-	90.87	
Printing & Stationary		2,575	2,652			3,249	353		6,254	5,784	470	6,254	-	92.48	

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		revised estimate	adopted budget		Amendments					Revised	YTD	remainder	projected	further	%
		2017/18	2018/19	01-07-18	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Budget	31/05/19	of year	for year	variance		
Postage & Freight		1,083	1,115						1,115	52	1,063	1,115		4.66	
Storage Rental		2,800	2,884						2,884	3,055		3,055	171	100.00	
Telephone		8,280	8,528						8,528	8,256	272	8,528		96.81	
Bank Charges		600	619						619	456	163	619		73.67	
Legal Expenses		530	546						546		546	546		0.00	
Sundry Expenses		-	-						-		-	-		0.00	
Computer Bio Security System		10,691	11,012						11,012	12,759		12,759	1,747	100.00	
security services		-	-						-		-	-		0.00	
office cleaning		-	-						-		-	-		0.00	
sundry admin expenses		2,500	2,500						2,500	2,240	260	2,500		89.60	
web site costs		1,500	1,500						1,500		1,500	1,500		0.00	
Subscription - Shires Assoc		2,758	2,841						2,841	1,838	1,003	2,841		64.70	
Administration Costs - Total		140,606	140,101			6,244	9,019		155,364	109,821	48,211	158,032	2,668	69.49	
Insurance Costs															
Fidelity Gaurantee		1,435	1,478	-	50				1,428	1,428		1,428	-	100.00	
Public Liability & Prof Indemnity		24,900	25,647	-	867				24,780	24,780		24,780	-	100.00	
Accumulated Sick Leave		830			996				996	996		996	-	100.00	
Property Insurance		4,975	5,124		825				5,949	5,949		5,949	-	0	
State Cover Capital Levy		1,343	1,383						1,383		1,383	1,383	-	0.00	
Personal Accident		1,946	2,004		127				2,131	2,131		2,131	-	0	
Councillor's and Officers' Liability		9,808	10,102	-	342				9,760	9,760		9,760	-	100.00	
Motor vehicle liability		7,510	7,735		1,118				8,853	8,853		8,853	-	0	
Insurance Costs - Total		52,747	53,474		1,807				55,281	53,897	1,383	55,280	-	1	
Governance Costs															
Chairperson's Allowance		3,686	2,427						2,427	1,820	607	2,427		74.99	
Councillors' Meeting Fees		20,455	11,333						11,333	8,499	2,834	11,333		74.99	
Councillors' Travelling		4,774	4,917						4,917	848	4,069	4,917		17.25	
Councillors' Subsistence - CMCC Mtgs		4,624	4,751						4,751	192	4,559	4,751		4.04	
CMCC Meeting Expenses		2,245	2,313						2,313	1,436	877	2,313		62.08	
Insurance Members Accident									-		-	-		0.00	
Governance Costs - Total		35,784	25,741						25,741	12,795	12,946	25,741		49.71	
Employee Overheads															
ToolBox Meetings							1,249		1,249	1,987		1,987	738		
Redundancy - Termination Pay														0.00	
Redundancy - Annual Leave														0.00	
Redundancy - Long Service Leave														0.00	
Provision for ELE - retirement		55,000												0.00	
Annual Leave		30,745	30,176						30,176	11,652	18,524	30,176		38.61	
Long Service Leave		9,399	10,678						10,678		10,678	10,678		0.00	
Sick Leave		12,828	12,500						12,500	10,338	2,162	12,500		82.70	
compassionate leave		762			561				561	561		561	-	100.00	
Union Picnic Day		512			513	280			793	793		793	-	100.00	
Public Holidays NEI		13,061	13,453		-	513			12,940	12,125	815	12,940	-	93.70	
Jury Duty														0.00	
Superannuation		45,851	34,000						34,000	33,374	626	34,000		98.16	
Workers Compensation		10,500	10,500						10,500	8,890		8,890	-	1,610	
Staff Medical expenses														0.00	
Protective Clothing		1,350	1,074			548			1,622	2,231	-	2,231	609	100.00	
Allowances Disability/Climatic		1,549	1,588			2,044			3,632	926	2,706	3,632		25.50	
Staff Training		20,603	15,000			2,000	2,044		19,044	16,307	2,737	19,044	-	85.63	
Sub - Total - Employee Overheads		202,160	128,968			2,561	6,165		137,694	99,184	38,247	137,431	-	263	
Sub Total Administrative Overheads		431,297	348,285		1,807	8,805	15,184		374,081	275,697	100,788	376,485	2,404	73.23	
On-cost Recovery															
Employee Overheads - Total															
Destruction of Weeds															
WAP 1520 Grant - Supervision - WOs			7,654			2,994			10,648	16,826		16,826	6,178	100.00	
WAP 1520 Grant - Property Inspections		79,950	80,000		65,000	-	2,994		142,006	107,000	35,006	142,006	-	75.35	
WAP 1520 Grant - Other Costs - Cnl Roads		88,150	85,000				4,250		89,250	115,869	-	115,869	26,619	100.00	
WAP 1520 Grant expenses - HR - Roads					60,000				60,000	77,850		77,850	17,850	100.00	
WAP 1520 Grant expenses - HR - TSRs					10,000	-	2,000		8,000	4,440	3,560	8,000	-	55.50	
WAP 1520 Grant expenses - HR - WC					8,500	-	2,000		6,500	1,664	4,836	6,500	-	25.60	
WAP 1520 Grant expenses - HR - Rail					6,000				6,000	4,678	1,322	6,000	-	77.97	
WAP 1520 Grant Expenses - HR - n, s, o					5,000	-	250		4,750	325	4,463	4,788	38	6.79	
WAP 1520 Grant Expenses - H P T'force Admin		5,000			5,000				5,000	5,207		5,207	207	100.00	
WAP 1520 Grant Expenses - Other		205,000	165,000		-162,500	-	1,045		1,455		1,455	1,455	-		
Casual/Contract Spraying		40,000	50,000						50,000				-	50,000	
Fruit Fly Control		-	-						-		-	-	-	0.00	
Mesquite Contol Program		562							-	162		162	162	100.00	
Parthenium Weed Control		1,025			30				30	3,242		3,242	3,212	100.00	
Parkinsonia Weed Control		22,636	18,000						18,000	8,032	9,968	18,000	-	44.62	
Field Day Expenses		8,216	7,000				1,045		8,045	12,651		12,651	4,606	100.00	
Weed Control Publicity		-	-			3,000			3,000	2,092	908	3,000	-	69.73	
Destruction of Weeds - Total		450,539	412,654		30	-			412,684	360,038	61,518	421,556	8,872	85.41	

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		revised estimate	adopted budget											
		2017/18	2018/19	01-07-18	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Revised Budget	YTD 31/05/19	remainder of year	projected for year	further variance	%
Private Works														
Cost of Private Works		-	-						-		-	-		0.00
Bre Shire - Private Works									-		-	-		0.00
Sundry Private Works									-		-	-		0.00
Warrumbungle Shire - Cost of Private Works		1,533				1,423	2,528		3,951	5,464		5,464	1,513	100.00
Gilgandra Shire - Cost of Private Works		3,138			104		64		168	269		269	101	100.00
Walgett Shire - Cost of Private Works		18,962				543	10,560		11,103	11,103		11,103	-	100.00
Coonamble - Private Works		750			396				396	396		396	-	100.00
Warren Shire - Cost of Private Works		60							-		-	-	-	0.00
Walgett Shire - HP									-		-	-	-	0.00
North West LLS - Promotional Pamphlet		-	-	7,500					7,500		7,500	7,500	-	0.00
North West LLS - Parkinsonia Project		-	-	7,500					7,500	8,031	500	8,531	1,031	94.14
North West LLS Bio Control Project		-	-		4,545				4,545	5,863		5,863	1,318	100.00
DLWC -HP BIO Project 9 Mile										7,055	12,945	20,000	20,000	
North West LLS (HP) Pgmes Signs		-	-				530		530	530		530	-	100.00
DLWC - 5 ways		8,488	1,000	-	1,000				-	3,822	6,178	10,000	10,000	38.22
DPI HP PRMF Project VSS		7,091							-		-	-	-	0.00
DPI HP PRMF Project 7623 LR		5,455	39,207	-	39,207				-			-	-	0.00
DPI HP PRMF Project R7623 Cbh		5,000	14,184	-	14,184				-	9,456		9,456	9,456	100.00
Agency Expenses		-	-						-		-	-	-	0.00
Cost for the Sale of Parts etc		3,329	1,500						1,500	1,538		1,538	38	100.00
Private Works -Total		53,806	55,891	15,000	- 49,346	1,966	13,682		37,193	53,527	27,123	80,650	43,457	66.37
Other Expenses														
Depot Expenses		10,000	6,435			4,023			10,458	9,163	1,295	10,458	-	87.62
Plant Expenses		52,103	52,500						52,500	53,604	2,500	56,104	3,604	95.54
Depreciation		30,000	45,000						45,000	62,517		62,517	17,517	100.00
Refund - Const Council Advances		-	-						-		-	-	-	0.00
Other Expenses -Total		92,103	103,935			4,023			107,958	125,284	3,795	129,079	21,121	97.06
Revenue Expenses - Total		1,027,745	920,765	15,000	- 47,539	14,824	28,866		931,916	814,546	193,224	1,007,770	75,854	80.83
									-		-	-	-	
Net Operating Surplus/(Deficit) after Deprecn		46,094	119,894	1,362	747	- 10,907	8,406		119,502	435,819	- 92,032	343,787	224,286	

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CAPITAL BUDGET FOR 2018/19 as at 31 May, 2019														
										-				
			revised	adopted	Amendments					Revised	YTD	remainder	projected	further
			estimate	budget						Budget	31/05/19	of year	for year	variance
			2017/18	2018/19	01-07-18	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr					%
Capital Income														
Sale/Trade in of Plant Assets				15,000	-	-	-	14,091	-	29,091	29,091	-	29,091	100.00
Sale of Depot Facilities (Coonamble, Coon'bran)	3,000				-	-	-			-		-	-	0.00
profit on sale of surplus assets (Equipment)	10,000				-	-	-			-		-	-	0.00
Transfer from Plant Reserve	11,174				-	-	-			-		-	-	0.00
Transfer from ELE	55,000				-	-	-			-		-	-	0.00
Capital Income - Total	79,174	15,000			-	-	-	14,091	-	29,091	29,091	-	29,091	100.00
										-		-	-	0.00
Capital Expenditure														
Office Equipment	5,000									-		-	-	0.00
Minor Building Improvements		4,000								4,000		4,000	4,000	0.00
Provision for Depot facility - Coonamble		20,000								20,000		20,000	20,000	0.00
New Vehicles - Nett	64,174	41,250								41,250	40,580	670	41,250	98.38
Small Plant, Tools, Radios	2,000	3,000								3,000		11,000	11,000	0.00
Transfer to ELE Reserve	9,399	9,634								9,634		9,634	9,634	0.00
Transfer to Plant Reserve	12,614	12,904								12,904		12,904	12,904	0.00
Transfer to Grant Reserve											220,000		220,000	0.00
Capital Expenditure - Total	93,187	90,788								90,788	40,580	278,208	90,788	44.70
										-		-	-	0.00
Net Capital Surplus/(Deficit)	- 14,013	- 75,788						14,091		- 61,697	- 11,489	(278,208)	- 61,697	- 228,000
														18.62
Estimated Budget Results as at 30 June, 2019														
Total Income	1,153,013	1,055,658			16,362	- 46,792	3,917	51,363	-	1,080,508	1,279,456	101,192	1,380,648	92.67
										1,080,508				
Total Expenditure	1,120,933	1,011,553			15,000	- 47,539	14,824	28,866	-	1,022,704	855,126	471,432	1,098,558	77.84
										1,022,704				
Net Total Surplus/(Deficit)	32,080	44,106			1,362	747	- 10,907	- 5,685	-	57,805	424,330	- 370,240	282,090	- 3,714
% of Income	2.78	4.18								5.35			20.43	
check	32,080	44,106			1,362	747	- 10,907	22,497	-	57,805			282,090	- 3,714
Estimated Budget Results for Ten Year Plant - Reserves as at 30 June, 2019														
										-				
Retained Earnings/Asset Reval Res	819,000	863,106			864,468	865,215	854,308	848,623	848,623	876,805			1,101,090	
% retained earning to total inc.	71.03	81.76								81.15			79.752	
ELE Reserve	107,819	117,453								117,453			117,453	
Plant Reserve	9,000	21,904								21,904			21,904	

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**ITEM 7.3. REPORT ON DRAFT OPERATIONAL PLAN AND BUDGET –
2019/2020 AND SUPPORTING DOCUMENTATION**

A late report will be circulated prior to the Meeting.

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ITEM 7.4. ORGANISATIONAL ACTION PLAN REVIEW – MAY 2019

REPORTING SECTION: General Manager

AUTHOR: Don Ramsland – General Manager

FILE NUMBER:

Summary:

To review the Organisational Action Plan.

Background:

In March, 2014 Council adopted a twelve point plan as part of the proposed organisational restructure of the County Council.

With the close of the 2016/17 financial year all of those measures had been implemented with the finalisation of the appointment of a new Senior Weeds Officer to replace Senior Weeds Officer John Unwin who retired on 13 July, 2017 and the repayment on 31 May, 2017 of the last \$10,000 instalments in respect of the advances made by our constituent Councils in 2014/15 to fund the restructure.

Current Position:

As part of the Integrated Planning and Reporting legislation Council should be looking at the outcomes achieved from its Business Activity Statement and supporting legislation. Of paramount importance is the need to be proactive in the local government reform process and, in particular preparing submissions in respect of any proposed local government reforms.

It was also a requirement that all elements of the IP&R supporting legislation be reviewed within twelve months of the September, 2016 quadrennial elections and ensure they address the requirements of the Biosecurity Act 2015.

During August, 2016 Council commenced putting a new digital information system in place to meet the requirements of the new Biosecurity Information System (BIS) and be able to provide data for the new state-wide data base. Training for staff has taken longer than expected and is still ongoing.

Council is currently finalising direct access to Land Registry Services property data for all five constituent council areas.

At its meeting on 27 June, 2016 Council adopted a thirty-point Organisational Action Plan for 2016/17 and this was updated and progressively implemented during 2016/17, 2017/18 and 2018/19. It is now planned to continue to update and implement that plan progressively throughout 2019/20 and to also review it at each meeting.

Council at its June, 2017 meeting resolved to meet only once a quarter - in March rather than February and April, June, August and November rather than October and December, thus being able to reduce the number of meetings being held each year from five down to four.

Council also resolved to write to the OLG seeking advice on reducing the number of delegates from ten down to five and the possibility of operating under a Section 355 (LGA) committee

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type structure. Whilst it will be possible to reduce delegate numbers with the concurrence of all constituent councils the OLG supports continuing with the current County Council structure.

As a result of the resignation of one of the Coonamble Shire delegates, former Cllr Michael Webb, the issue of reducing the number of delegates is again being canvassed with constituent councils. Coonamble Shire has previously indicated by letter dated 15 February, 2018 that it would be agreeable to a reduction in the number of delegates to one with an alternative delegate.

This report to the June, 2019 meeting will be the fourth of these reviews for 2018/19 and progress in respect of the follow elements has now been identified:

June

- 38. Update Draft Budget for 2019/20 and supporting documentation - *underway*
- 39. Community consultation – *underway*
- 40. Commence annual statement preparation - *underway*
- 41. Review ELE reserves - *underway*
- 42. Finalisation of 2019/20 Audit requirements with Auditor General's Office and contract auditors. - *completed*
- 43. Canvassing constituent councils with regards to the reduction of delegate numbers. – *underway*
- 44. Contractual arrangements in respect of Hudson pear bioagent breeding facilities at Lightning Ridge. - *underway*
- 45. Transfer to reserves in 2018/19 for ongoing projects - *underway*
- 46. Arranging direct access to Land Registry Services property data for all five constituent councils. - *underway*

Any Councillors' queries can be discussed at the meeting.

Relevant Reference Documents:

Council's Operational Plan and Budget for 2018/2019, September, 2018/19 QBRs Statements and Long Term Financial Plan

Business Activity Strategic Plan Link:

The issues identified during the preparation of the 2018/19 Updated Draft Budget for 2018/19 and supporting documentation

Delivery Plan Link:

The issues identified during the preparation of the 2018/2019 Operational Plan and Budget are linked back to Council's 2017/2021 Delivery Plan and Business Activity Strategy

Operational Plan/Budget Link:

The issues identified in 2017/2021 Council's Delivery Plan and Business Activity Strategy are directly linked to the 2018/2019 Operational Plan and Budget provisions

Stakeholders:

Castlereagh Macquarie County Council
Council Staff
Constituent Councils

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Local residents and landholders

Governance Issues:

The aim of this report is to acquaint Councillors with the progress being made in respect of the many and varied tasks that need to be addressed over each twelve month period. As necessary, over the next twelve months, additional items may be added to the action plan.

Additionally, the issue of preparing separate Business/Disaster Recovery Plan and an IT Security Plan will be discussed with Council's auditors to ascertain whether or not these requirements are covered by the current contract administrative arrangements.

Environmental Issues:

Not applicable

Financial Implications:

Maintaining both Council's financial viability and ongoing sustainability into the future are essential elements. The bleak financial future Council was facing five years ago has been turned around to one where a ten year financial plan indicates an increasing level of available funds and at the same time sees due provision being made for future liabilities such as ELE and Plant Replacement.

Additionally, provision will also need to be made to transfer funds received during 2018/19 for ongoing projects and maintenance to cover expenditure in future years.

Legal Issues:

Council will need to be mindful of any changes in local government legislation that may have serious impacts into the future. This particularly relates to changes in the Biosecurity Legislation that became effective from 1 July, 2017 and are still in the implementation phase in some areas as well as Joint Organisation developments.

Alternatives/Options:

Not to be aware of ongoing issues or plan for the future

Conclusion:

As discussed previously, it is to Council's credit that it has been prepared to take the tough decisions to address its recent financial dilemma and turn the financial situation around. However, as well as routine operational requirements, there are other issues outside Council's control including the functioning Local Land Services, the implementation and review of the new Biosecurity legislation and more possible changes to the NSW Office of Local Government's approach to local government reform that have now come into play.

This report notes the success and progress made in relation to the revised Organisational Action Plan which has now been updated for the coming year.

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Review of Organisational Action Plan – June 2019

Recommendation:

That Council receive and note the General Manager's report in respect of the progress being made in respect of the revised Organisational Action Plan and endorse the action taken so far.

Moved:

Seconded:

Attachments:

Organisational Action Plan

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ORGANISATIONAL ACTION PLAN – 2018/2019

September

1. Finalisation of 2017/18 Audit requirements with Auditor General's Office and Victorian based contract auditors RSD Audit - *completed*
2. Be proactive in the local government reform process by preparing any necessary submissions - *completed*
3. Finalise annual statements of account for 2017/18 - *completed*
4. Review and update its WH&S policies and procedures - *completed*
5. Review and negotiate Council's Insurances for 2018/19 - *completed*
6. Update Local Control Plans – Priority Weeds - *completed*
7. Prepare 2017/18 WAP 1520 return - *completed*
8. Prepare Quarterly Budget Review Statements - *completed*

November (formerly October/December)

9. Report on the outcomes achieved through the Integrated Planning and Reporting legislation to Council from its Business Activity Strategy and supporting legislation – *underway*
10. All the elements of the IP&R supporting legislation be reviewed as required to ensure they address the current requirements - *underway*
11. Review Councillors 'remuneration - *completed*
12. Review its salary system, work practices and costing documentation - *underway*
13. Update all policies and procedures - *underway*
14. Prepare Quarterly Budget Review Statements - *completed*
15. Follow up review of Councillor Numbers and Committee Structure - *underway*
16. Auditor's presentation to November, 2018 meeting and annual statements table for adoption - *underway*
17. Re-negotiate property leases with constituent councils where appropriate - *underway*
18. Conduct both WH&S and Award Consultative Committee meetings - *completed*
19. Provide the support for secretariat for the Hudson pear Taskforce if required - *underway*
20. Run a series of weeds eradication programmes based on seasonal conditions - *underway*
21. Improve communication with state agencies and other stakeholders - *ongoing*
22. Prepare Quarterly Budget Review Statements - *completed*
23. Review Staffing Structure - *underway*
24. Prepare annual report for 2017/18 - *underway*
25. Prepare Business/Disaster Recovery Plan (AG) due 31 December

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26. Prepare IT Security Policy (AG) due 31 December

March (formerly February/April)

- 27. Monitor insurance cover and ensure all risks are reasonably addressed - *ongoing*
- 28. Provide regular feedback to constituent councils through the distribution of agendas and minutes - *ongoing*
- 29. Maintain an up to date website and records system - *ongoing*
- 30. Prepare Quarterly Budget Review Statements - *completed*
- 31. Research grant funding opportunities - *ongoing*
- 32. Provide regular feedback to constituent Councils through the distribution of agendas and minutes - *ongoing*
- 33. Prepare Draft Budget for 2019/20 and supporting documentation - *completed*
- 34. Advertise draft estimates - *underway*
- 35. Review the General Manager's appointment - *underway*
- 36. Review the administrative support function at present provided through Walgett Shire - *underway*
- 37. Investigate early close – 2018/19 Financial Accounts – *underway*

June

- 38. Update Draft Budget for 2019/20 and supporting documentation
- 39. Community consultation
- 40. Commence annual statement preparation
- 41. Review ELE reserves
- 42. Finalisation of 2019/20 Audit requirements with Auditor General's Office and contract auditors
- 43. Canvassing constituent Councils with regards reduction of delegate numbers.
- 44. Contractual arrangements in respect of Hudson pear bioagent breeding facilities at Lightning Ridge.
- 45. Transfer to reserves in 2018/19 for ongoing projects.
- 46. Arranging direct access to Land Registry Services property data for all five constituent councils

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**ITEM 7.5. ADOPTION OF REVISED CODES OF CONDUCT -
ADMINISTRATIVE PROCEDURES AND MEETING PRACTICE**

REPORTING SECTION: General Manager

AUTHOR: Don Ramsland – General Manager

FILE NUMBER:

Summary:

To review Council's Model Codes of Conduct/Administrative Procedures and Meeting Practice to adopt new regulatory changes

Background:

This matter was raised at Council's March, 2019 meeting when Council resolved to endorse action being taken to undertake a comprehensive review of the codes in question.

Two Office of Local Government Circulars, both circulated on 18 December, 2018, address the issues involved.

Circular 18/44 refers to the new Model Code of Conduct/Administrative Procedures for NSW Councils and Circular 18/45 refers to amendments to the Model Code of Meeting Practice.

Council's current Codes remain valid until they are updated.

Councils have six months from the date of prescription (14 December, 2018) to adopt a code of conduct and procedures based on the prescribed Model Code of Conduct and Procedures.

Similarly, Councils will have six months from the date of prescription (14 December, 2018) to adopt a new code of meeting Practice based on the prescribed Model Code of Meeting Practice

Both Codes are now prescribed under the Local Government (General) Regulation 2005.

Current Position:

A summary of the changes to the two Codes is set out below:

1. Code of Conduct/Administration Procedures for the new Code – OLG Circular 18/44

- The new Code and Administration Procedures have now been prescribed under the Local Government (General) Regulation 2005
- Provisions governing the use of social media in the previous version of the model code have now been removed but council may adopt this provision as a supplementary provision if they choose to do so.
- Councils have six months from 14 December, 2018 to adopt a new code based on the prescribed Model and Procedures
- Transitional arrangements will apply
- Councils' complaint coordinators should bring the circular to the attention of their council's conduct reviewers and advise the conduct reviewers when a new Code and Procedures have been adopted.

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- Councils should review their existing panels of conduct reviewers and determine whether to appoint a new panel using the EOI process prescribed under the new Procedures. Councils may appoint shared panels with other councils
- Other Key Points are set out in OLG Circular 18/44

2. Code of Meeting Practice – OLG Circular 18/45

- The new Code of Meeting Practice has now been prescribed under the Local Government (General) Regulation 2005 and the previous meeting provisions in the Regulations have been repealed
- The Model Code has two elements – mandatory provisions that reflect the existing meetings provisions and updates to reflect contemporary meeting practice and – non-mandatory provisions that cover areas where there may be a need to vary practices based on local circumstances. These non-mandatory provisions operate to set a benchmark as to what the OLG sees as being best practice for the relevant area of practice.
- The Model Code applies to the board of joint organisations and county councils
- Councils must adopt a code of meeting practice that incorporates the mandatory provisions prescribed under the Model Code and must not be inconsistent with the mandatory provisions.
- Council's adopted meeting code may incorporate the non-mandatory provisions of the Model Code and any other supplementary provisions adopted by the council
- Councils and committees of council where all the members are councillors must conduct their meetings in accordance with the code of meeting practice adopted by council.
- Other key points are set out in OLG Circular 18/45

The revised Draft Code takes into account all mandatory elements and appropriate non-mandatory elements based on the existing code determinations.

Council will need to seek advice from the OLG with regards to the need to webcast County Council meetings from 14 December, 2019. The webcasting requirement may be met simply by posting an audio or video recording of the meeting on Council's website.

Relevant Reference Documents:

Draft revised Code of Conduct and Administrative Procedures
Draft revised Code of Meeting Practice

Governance Issues:

Draft Codes of Conduct/Administrative Procedures and Meeting Practices have been prepared and placed on Council's website and advertised in the local press on Wednesday 1 May, 2019. The proposed amendments were advertised for 28 days and submissions invited from the general public closing 42 days after the first notice was published.

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As at Thursday 12 June, 2019 no submissions had been lodged, it is now appropriate for Council to proceed with the adoption of the Draft Codes of Conduct/Administrative Procedures and Meeting Practices.

It will be necessary to appoint a Complaints Coordinator and a panel of Conduct Reviewers once the Code of Conduct/Administrative Procedures has been adopted by Council.

Environmental issues:

Nothing identified at this stage

Stakeholders:

Constituent Councils
Castlereagh Macquarie County Council
Local residents
State/Federal Agencies

Financial Implications:

Any advertising costs were met from existing budget allocations.

Legal Issues:

No issues have been raised

Alternative Solutions/Options:

Not applicable

Conclusion:

It is now appropriate for Council to proceed with the adoption of the Model Code of Meeting Practice and Model Code of Conduct/Administrative Procedures as required by OLG Circulars 18/44 and 18/45.

Adoption of Revised Model Codes of Conduct/Administrative Procedures and Meeting Practice

Recommendation:

That the General Managers report be received and noted and that as no submissions were received during the advertised period from 1 May, 2019 to 12 June, 2019 Council now adopt the Model Code of Meeting Practice and Model Code of Conduct/Administrative Procedures as required by OLG Circulars 18/44 and 18/45.

Moved:

Seconded:

Attachments:

Attachment A - OLG Circulars 18/44 and 18/45

Attachment B - Draft Revised Code of Conduct/Administrative Procedures and Draft Revised Code of Meeting Practice circulated under separate cover

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Attachment A - OLG Circulars 18/44 and 18/45



Office of
Local Government

Circular to Councils

Circular Details	Circular No 18-44 / 18 December 2018 / A621282
Previous Circular	<i>18-24 Status of the new Model Code of Conduct for Local Councils in NSW and Procedures</i>
Who should read this	Mayors / Councillors / General Managers / Joint Organisation Executive Officers / Complaints Coordinators / Conduct Reviewers
Contact	Council Governance Team – (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

Commencement of the new Model Code of Conduct for Local Councils in NSW and Procedures

What's new or changing

- The new 2018 *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct) and *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* (Procedures) have now been prescribed under the *Local Government (General) Regulation 2005*. The new prescribed Model Code of Conduct and Procedures are available on OLG's website.
- Provisions governing the use of social media (clause 8.21) in the previously released version of the Model Code of Conduct issued on 5 September 2018 have been removed. However, it remains open to councils to adopt this provision as a supplementary provision of their code of conduct, should they choose to do so.

What this will mean for your council

- Councils have six months from the date of prescription, (**14 December 2018 – 14 June 2019**) to adopt a code of conduct and procedures based on the prescribed Model Code of Conduct and Procedures. The transitional arrangements for the new Model Code of Conduct and Procedures are set out below.
- Councils' complaints coordinators should bring this circular and the attached FAQ to the attention of their council's conduct reviewers. Complaints coordinators should also inform conduct reviewers when the council has adopted a new code of conduct and procedures and provide copies.
- Councils should review their existing panels of conduct reviewers and determine to appoint a new panel using the expression of interest process prescribed under the Procedures if they have not done so in the past four years. Councils may appoint shared panels with other councils including through a joint organisation or another regional body associated with the councils.

Key points

- Councils' existing adopted codes of conduct and procedures will remain in force until such time as councils adopt a new code of conduct and procedures

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based on the Model Code of Conduct and Procedures prescribed under the Regulation.

- If a council fails to adopt a new code of conduct and procedures based on the new Model Code of Conduct and Procedures within six months of their prescription, the provisions of the new Model Code of Conduct and Procedures will automatically override any provisions of a council's adopted code of conduct and procedures that are inconsistent with those contained in the Model Code of Conduct and Procedures through the operation of sections 440(4) and 440AA(4) of the *Local Government Act 1993* (unless the inconsistent provisions of a council's adopted code of conduct are more onerous than those contained in the Model Code of Conduct).
- In adopting a new code of conduct and procedures, councils may include provisions that are supplementary to those contained in the Model Code of Conduct and Procedures. Councils may also impose more onerous requirements under their adopted codes of conduct than those prescribed under the Model Code of Conduct. However, councils must not dilute the standards prescribed under the Model Code of Conduct in their adopted codes of conduct.
- Some councils indicated in their feedback on the consultation draft of the Model Code of Conduct a preference for adopting separate codes of conduct for councillors, staff and delegates and committee members instead of a single code of conduct that applies to all council officials. To assist councils to do this, OLG has prepared bespoke versions of the Model Code of Conduct for councillors, staff and delegates and committee members for adoption, instead of a single code of conduct, should councils wish to do so.
- Code of conduct complaints must be assessed against the standards prescribed under the version of the council's code of conduct that was in force at the time the conduct the subject of the complaint is alleged to have occurred.
- Code of conduct complaints must be dealt with in accordance with the version of the council's procedures that were in force at the time the complaint was made.

Where to go for further information

- Further information is provided in the FAQ attached to this circular.
- The new Model Code of Conduct and Procedures and other associated documents are available on OLG's website at www.olg.nsw.gov.au.
- OLG will be providing further guidance and assistance to councils to support implementation of the new Model Code of Conduct and Procedures during the six month transitional timeframe.
- For more information, contact the Council Governance Team by telephone on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



Tim Hurst
Chief Executive

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Office of
Local Government

Circular to Councils

Circular Details	Circular No 18-45 / 18 December 2018 / A621294
Previous Circular	18-35 <i>The new Model Code of Meeting Practice for Local Councils</i>
Who should read this	Mayors / Councillors / General Managers / Joint Organisation Executive Officers / Council governance staff
Contact	Council Governance Team – (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

Commencement of the new Model Code of Meeting Practice for Local Councils in NSW

What's new or changing

- Amendments made to the *Local Government Act 1993* (LGA) in August 2016 by the *Local Government Amendment (Governance and Planning) Act 2016* (the Phase 1 amendments) provide for a model code of meeting practice (Model Meeting Code) to be prescribed by the Regulation.
- Following an extensive consultation process, a Model Meeting Code has been prescribed under the *Local Government (General) Regulation 2005* (the Regulation) and the existing meetings provisions of the Regulation have been repealed. The new Model Meeting Code is available on OLG's website.
- The Model Meeting Code has two elements:
 - It contains mandatory provisions (**indicated in black font**) that reflect the existing meetings provisions of the Act and update and enhance the meetings provisions previously prescribed under the Regulation to reflect contemporary meetings practice by councils.
 - It contains non-mandatory provisions (**indicated in red font**) that cover areas of meetings practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what OLG sees as being best practice for the relevant area of practice.
- The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are **indicated in blue font**. References to councils below also include references to joint organisations and county council unless otherwise specified.

What this will mean for your council

- Councils are required to adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code prescribed by the Regulation. A council's adopted meeting code must not contain provisions that are inconsistent with the mandatory provisions.
- A council's adopted meeting code may also incorporate the non-mandatory provisions of the Model Meeting Code and any other supplementary provisions adopted by the council.
- Councils and committees of councils of which all the members are councillors must conduct their meetings in accordance with the code of meeting practice adopted by the council.

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Key points

- Under the transitional provisions of the LGA, councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code no later than 12 months after the next ordinary elections.
- Until a council adopts a new code of meeting practice, its existing code of meeting practice will remain in force up until six months from the date on which the new Model Meeting Code was prescribed, (**14 December 2018 – 14 June 2019**). If a council fails to adopt a new code of meeting practice within this period, under transitional provisions contained in the Regulation and the LGA, any provision of the council's adopted meeting code that is inconsistent with a mandatory provision of the Model Meeting Code prescribed under the Regulation will automatically cease to have any effect to the extent that it is inconsistent with the mandatory provision of the Model Meeting Code.
- Irrespective of whether councils have adopted a code of meeting practice based on the Model Meeting Code, all councils (but not joint organisations) will be required to webcast meetings of the council and committees of which all members are councillors from **14 December 2019**. The webcasting requirement may be met simply by posting an audio or video recording of the meeting on the council's website.
- Before adopting a new code of meeting practice, under section 361 of the LGA, councils are still required to exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code. This requirement does not apply to joint organisations.
- In adopting the Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".
- In adopting the Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

Where to go for further information

- Further information is provided in the FAQ attached to this circular.
- The new Model Meeting Code is available on OLG's website at www.olg.nsw.gov.au.
- OLG will be providing further guidance and assistance to councils to support implementation of the new Model Meeting Code during the six month transitional timeframe.
- For more information, contact the Council Governance Team by telephone on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



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ITEM 7.6. REVIEW OF INVESTMENT POLICY AND PROCEDURES
TRANSFER OF FUNDS TO RESERVES

REPORTING SECTION: General Manager

AUTHOR: Don Ramsland – General Manager

FILE NUMBER:

Summary:

To review Council's Investment Policy and Procedures and authorise the transfer of funds to reserve.

Background:

Council's current approach to dealing with surplus funds has been to either hold them in our cheque account or invest them in Interest Bearing Deposits. This approach has been reasonably effective having regard to the relatively low level of funds Council has traditionally been holding over the years.

However, in view of the increasing level of surplus funds now being held, at Council's meeting on 25 March, 2019 it was resolved as follows:

03/19/8 Resolved:

1. That Council receive and note the General Manager's report, review its Investments Policy and delegate authority to the General Manager to place any surplus funds in a cash backed General Reserve or other Reserves at the most effective rate be it cheque account, a daily at call account or interest-bearing deposits.
2. That any such investments be in accord with the Office of Local Government Guidelines.

Moved: Clr Peart

Seconded: Clr Webb

Carried

As at the end of May, 2019 Council's current account balance stands at \$949,966 and the average monthly balance since September, 2018 has stood in excess of \$500K.

Because of the downturn in interest rates, Council's cheque account is only attracting an interest rate of 0.90%. The interest-bearing deposits for the Employees Leave Entitlements Reserve and the Plant Reserve are attracting above 2%.

Current Position:

Council is now in the process of establishing an "at call" deposit where it is believed the daily rate would be at least 1.3%.

Any interest-bearing deposits under \$500K will attract in order of 1.5/2.5% and those over \$500K would attract a rate in the order of 2/3% or better depending on the size of the deposit

Council should also consider placing any current surplus funds into a General Reserve which could be broken down into the following sub categories:

- Employees' Leave Entitlements Reserve

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- Plant Replacement Reserve
- Unspent Grants Reserve
- Buildings/Office Equipment Reserve

and invest the funds in the General Reserve at the most effective rates able to be negotiated from time to time for various sized deposits. Interest earned should then be apportioned across the sub categories on a pro rata basis based on the time and amount invested.

Accordingly, as a preliminary step in this direction it has been necessary to revise Council's Investment Policy and Procedures to bring it into line with the requirements of current legislation including OLG Circulars, Ministerial Orders, OLG Investment Policy Guidelines and various Australian Accounting Standards.

A draft revised Investment Policy and Procedures – June 2019 has now been prepared and has been circulated under separate cover.

The key elements of the revised policy centre on the inclusion of a number of essential provisions such as Prohibited Investments, Risk Management Guidelines, Market/Credit Risk, Liquidity Risk and process to be followed on investment maturity. Provision has also been made in respect of the contents of the Financial Investment Folder and the format for the keeping of the Investments Register

Relevant Reference Documents/Policies:

Draft Investment Policy and Procedures – June, 2019

Local Government Act (1993) – Sections 12, 413 and 625

Local Government Act (1993) – Revised Ministerial Investment Order - 12 January, 2011

Local Government (General) Regulation 2005 – Clause 212

Australian Accounting Standards issued by the Australian Accounting Standards Board

Trustees Act (NSW) 1925 – Section 14

NSW OLG Investment Policy Guidelines – May, 2010

Local Government Code of Accounting Practice and Financial Reporting – update – 29 March, 2019.

OLG Investment Circulars including Circulars 06/70, 08/48, 09/20, 10/11 and 11/01

Governance Issues:

Full disclosure and transparency in activities relating to investment of surplus funds is a requirement of the Local Government Act 1993 and the Local Government (General) Regulation 2005.

This includes a certificate from the Responsible Accounting Officer in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation Act 2005, Ministerial Investments Order of 12 January, 2011 and Council's Investment and Procedures Policy, June, 2019.

Environmental issues:

There have been no environmental issues identified at this stage.

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Stakeholders:

Castlereagh Macquarie County Council
Constituent councils
County Council Landholders and Residents

Financial Implications:

Council has an obligation to maximise the return from surplus funds it is holding from time to time and the revised policy is aimed at making investment far more efficient with greater returns being earned by monitoring the variations in interest rates being attracted by short/longer term investments and the size of investments being held.

Legal Issues:

Any investments must follow the requirements of Council's Investments Policy and Procedures.

Alternative Solutions/Options:

Not Applicable

Conclusion:

It is now appropriate that Council note the General Manager's Report, adopt the revised Investments Policy and Procedures and delegate authority to the General Manager to place any surplus funds in a cash backed General Reserve or sub reserves at the most effective rate be it the cheque account, daily at call account or interest bearing deposits.

Review of Investments Policy and Procedure – Transfer of Funds to Reserves
<p>Recommendation:</p> <p>That Council receive and note the General Manager's Report, adopt the revised Investments Policy and Procedures 2019 and delegate authority to the General Manager to place any surplus funds in a cash backed General Reserve or other reserves at the most effective rate of interest be it the cheque account, daily at call account or interest bearing deposits.</p> <p>Moved: Seconded:</p>

Attachments:

Revised Investment Policy and Procedures – June, 2019 has been circulated under separate cover

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**ITEM 7.7. LIGHTNING RIDGE, QUANDA AND BARADINE -
RESEARCH COLLABORATION SUBCONTRACT**

REPORTING SECTION: General Manager

AUTHOR: Don Ramsland – General Manager

FILE NUMBER:

Summary:

To endorse the action taken to negotiate a Research Collaboration Subcontract for the administration of funds for (1) the construction of a Hudson pear biocontrol mass-rearing facility at Lightning Ridge and (2) the surveillance and management of Hudson pear at Quanda and Baradine.

Background:

Council has negotiated a Research Collaboration Subcontract for the administration of funds for (1) the construction of a Hudson pear biocontrol mass rearing facility at Lightning Ridge and (2) the surveillance and management of Hudson pear at Quanda and Baradine. Funds provided for the construction of the Lightning Ridge Hudson pear biocontrol mass-rearing facility amount to \$200,000 and the surveillance and management of Hudson pear at Quanda and Baradine total \$50,000.

Current Position:

A lease is being negotiated with the Lightning Ridge Opal Reserve Committee for the old nursery premises on Nine Mile Road, Lightning Ridge which is the site of a number of buildings which were formerly used as storage facilities and accommodation by the then operators.

A Development Application to erect a green house and poly tunnels and use the existing buildings as a depot and caretaker facility is currently awaiting Crown Land Owner's consent before being lodged. At this stage it appears that the Owner's consent part of the Development Application will be signed in the Dubbo office of Crown Lands within the next week or so. The Development Application will then be lodged immediately and should be turned around as soon as possible to allow construction to commence

The surveillance and management of Hudson pear at Quanda and Baradine has already commenced. Details of a recent Hudson pear workshop held at Quanda on 26 March, 2019 are included in the meeting report in the Matters for Brief Mention section of this Agenda.

Relevant Reference Documents:

Department of Primary Industries contract documentation will be tabled at the meeting.

Business Activity Strategic Plan Link:

Council's 2017/2027 Delivery Plan and Business Activity Strategy

Delivery Plan Link:

Council's 2017/2021 Delivery Plan and Business Activity Strategy

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Operational Plan/Budget Link:

2019/2020 Operational Plan and Budget provisions

Stakeholders:

Castlereagh Macquarie County Council
Constituent Councils
County residents and ratepayers
Local Land Services (North West and Central West)
Department of Primary Industries
Lightning Ridge Opal Reserve Committee

Governance Issues:

Council needs to ensure appropriate corporate governance is complied with in respect of the various negotiations that will form part of this project including such aspects purchasing of goods and services in accordance with applicable policies and procedures.

Environmental Issues:

There may be some environmental issues surrounding the storage of chemicals on the site.

Financial Implications:

Provision has been made in the 2018/19 May QBRs to bring the grant for this project of \$250,000 to account but it is estimated that the majority of the funding involved will be carried forward to 2019/20.

The milestones for the project which align with the Head Subcontract Agreement are set out in the following Table:

The above milestones will need to be revised once the Development Application is approved allowing construction work to commence in earnest.

The fee for the three-year lease from the Lightning Ridge Opal Reserve is \$100 per week subject to CPI adjustments and payment of any rates and other charges applicable.

The rental accommodation for the caretaker's lease has yet to be determined as there is to be a caretaking/maintenance element to be carried out in the employee's own time.

Legal Issues:

The project has required the negotiation of the Research Collaboration Subcontract with the Department of Primary Industries and a lease agreement with the Lightning Ridge Opal Reserve Committee. A rental lease agreement will also be required in respect of the on-site caretaker accommodation.

Alternatives/Options:

Not negotiate appropriate subcontract, site lease and rental accommodation documentation but to operate with informal arrangements may cause problems in the future.

Conclusion:

That Council formally endorse action taken to date in respect of the DPI Research and Collaboration Subcontract in the sum of \$250,000 (Ex GST) and the three year lease of the site

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on the Nine Mile Road at Lightning Ridge from the Lightning Ridge Opal Committee in the Sum of \$100 per week, subject to CPI adjustments and the rental agreement for the Depot/Caretaker's residence be left in the hands of the General Manager to formalise.

CMCC – Lightning Ridge, Quanda and Baradine – Research Collaboration Contract

Recommendation:

That the General Managers report be received and noted and Council formally accept the grant and endorse the action taken to date in respect of the DPI Research and Collaboration Subcontract in the sum of \$250,000 (Ex GST) and the three year lease of the site on the Nine Mile Road at Lightning Ridge from the Lightning Ridge Opal Committee in the Sum of \$100 per week, subject to CPI adjustments and the rental agreement for the Depot/Caretaker's residence be left in the hands of the General Manager to formalise.

Moved:

Seconded:

Attachments:

Attachment A - Milestone Report

Plans and cost estimates will be tabled at the meeting

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Attachment A - Milestone Report

Research Collaboration Subcontract

Annexure A - Activities

[The following table is used to specify Activities, Deliverables and payments in a single table. Add, modify and delete columns as required to suit your Project. Ideally, these Milestones should align with the Head Agreement.]

Milestones Table

Milestone No	Description of Milestone/Activity/Deliverable	Performance Criteria	Due Date	Fees Payable (excluding GST)	Fees Payable (including GST)
1	Upgrade security and infrastructure at site	Fencing, alarm, electricity supply, general property upgrades, signage	30 June 2019	\$33,743	
2	Concrete slab for tunnel	Prepare site & lay slab	30 June 2019	\$43,615	
3	Shelves and containers	Procured and installed	30 June 2019	\$21,780	
4	Greenhouse (including construction)	Erect and commission 30 x 10 m polytunnel	30 June 2019	\$95,862	
5	CMCC administration fee (2%)	Project procurement & administration	30 June 2020	\$5,000	
6	<ul style="list-style-type: none"> Inspection, mapping and chemical treatment of Hudson pear at Quanda site Chemical treatment and monitoring of 2 new Hudson pear detections near Baradine 	Localised eradication of Hudson pear at Quanda and Baradine	30 June 2020	\$50,000	
TOTAL				\$250,000	

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**ITEM 7.8. ITEMS FOR BRIEF MENTION OR INFORMATION ONLY –
JUNE 2019**

REPORTING SECTION: General Manager

AUTHOR: Don Ramsland – General Manager

FILE NUMBER:

Summary:

The following matters are listed for brief mention or information only.

1. Hudson pear Taskforce Minutes:

The minutes of Hudson pear Taskforce meeting held on 7 March, 2019 will be tabled at the meeting. The next Taskforce meeting has been scheduled for Tuesday 6 August, 2019 at the Lightning Ridge Bowling Club.

2. End of Year Accounting Process - Contract Auditors

Contact has been made with Council's new contract Auditors Hill Rogers. An interim audit was conducted mid-May and plans are in place for the Annual Statements for 2018/19 to be completed and ready for audit in early August, 2019. It is likely that the CMCC audit will not be undertaken until early September, 2019 when the audits of a number of local Councils will be undertaken at the same time.

3. Central West Regional Weeds Committee Minutes

The minutes of Central West Regional Weeds Committee meetings held on 5 March, 2019 and 28 May, 2019 respectively are attached for information.

4. Hudson pear Workshop – Quanda/Baradine

The minutes of the Hudson pear Workshop held at Quanda on 26 March, 2019 are attached for information.

5. North West Regional Weeds Committee Minutes

The minutes of North West Regional Weeds Committee meeting held on 9 May 2019 at Quirindi will be tabled at the meeting.

6. 2019 Bluett Award Nominations

Nominations for the 2019 Bluett Awards will open shortly and it would be worth Council submitting an entry for consideration in the County Council section, time permitting.

7. Review of Policies and Procedures

A review of all Council's Policies and Procedures is underway and should be completed during July, 2019.

8. Third Parties Declaration Policy/Declaration/Consent Forms

Copy of Council's Third Parties Declaration Policy and declaration/consent forms for the returns due 15 January and 15 June respectively were forwarded to all Councillors on Friday 14 June, 2019. It would be appreciated if Councillors could hand in the

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completed forms at the June meeting unless they have been completed and returned prior to the meeting.

9. WH&S Issue – Location of Remote Workers in Emergency Situations

An order has been placed with Haddtrack, Tamworth for the supply of seven vehicle tracking devices which will allow Council to monitor the whereabouts of employees working alone in the event of an emergency. The units cost \$1,490 each and will be serviced by satellite connections.

10. Insurance Renewals

Council is currently reviewing its insurance portfolio with a view to renewing our existing coverage from 1 July, 2019

11. Local Government Circulars

Attention is drawn to the following attached Office of Local Government Circulars:

1. 19/01 NSW Parking Fine – Grace Period Provisions
2. 19/02 IPART review of the cost of conducting local government elections
3. 19/03 2018-19 and 2019-20 Joint Organisation Calendar of Compliance and Reporting Requirements
4. 19/04 Final Code of Accounting Practice and Financial Reporting (Update 27) including Joint Organisations Supplement
5. 19/05 Information about Rating 2019-20
6. 19/06 Changes to emergency services funding arrangements
7. 19/07 Determination of the Local Government Remuneration Tribunal
8. 19/08 Consultation on revised IPC Guideline 1 - Returns of Interests
9. 19/09 Increase to companion animal registration fees in line with CPI
10. 19/10 Consultation on webcasting guidelines

12. Resignation – Cllr Michael Webb

Coonamble Shire Council has advised that Cllr Michael Webb has resigned as a Councillor with Coonamble Shire. The Acting General Manager requested advice as to whether or not Council should be nominating an additional delegate to the CMCC. I enclose a copy of a letter from Coonamble Shire advising that they would be happy to reduce their delegate to one member with an alternate nominee should their delegate not be available for a scheduled meeting. Also attached is the response from the OLG in respect of a previous approach to reduce Councillor Numbers.

Council's direction is sought as to whether or not to request Coonamble Shire to nominate a replacement for Cllr Webb. Now might also be the appropriate time to

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canvas constituent councils to reduce the number of delegates to one and an alternate following the 2020 Quadrennial election.

13. Access to Property Ownership/UID Assessment Details and Mapping Layers

As advised previously, Council has accessed comprehensive mapping details for all five constituent Councils from Spatial Services at Bathurst.

We have now received confirmation that the Land Registry Services in Sydney will provide us with the property ownership/UID Assessment details that we require to send property inspection notices out to landholders following site inspections.

Land Registry Services are currently in the process of setting up the information Council requires and we should have full access of the information for all five constituent councils by the end of next week.

Matters for Brief Mention or Information Only

Recommendation:

That the above issues for brief mention or information only as detailed in the General Manager's report to the June, 2019 meeting be received and noted and Council determine what further action, if any, should be taken in respect of the matters listed.

Moved:

Seconded:

Attachments:

Attachment A - Central West Regional Weeds Committee Minutes – 5th March and 28th May 2019

Attachment B – Hudson pear Workshop Minutes – 26th March 2019

Attachment C – OLG Circular 19/04 - Final Code of Accounting Practice and Financial Reporting (Update 27) including Joint Organisations Supplement

Attachment D – OLG Circular 19/07 - Determination of the Local Government Remuneration Tribunal

Attachment E – OLG Circular 19/08 - Consultation on revised IPC Guideline 1 - Returns of Interests

Attachment F – OLG Circular 19/10 - Consultation on webcasting guidelines

Attachment G – Letter dated 15/02/2018 – Coonamble Shire Council – Reduce Councillor Numbers

Attachment H – Letter received 14/12/2017 – Office of Local Government – Governance Arrangements

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Attachment A - Central West Regional Weeds Committee Minutes – 5th March and 28th May 2019

CW Regional Weeds Committee Minutes



CW Regional Committee Meeting Minutes – Meeting 10

Date:	Tuesday, 5 March 2019
Time:	10.30am – 2.30pm
Location:	Dubbo

Attendees

Chair	Peter Shinton
Members	Tina Smart (Forbes Shire Council), Rebecca Balmer (Dubbo Regional Council), Andrew Cosier (Dubbo Regional Council), Greg Peart (Castlereagh Macquarie County Council), Ross Sawtell (CWLLS Board), Jacky Wiblin (Crown Lands), Laurie Thompson (Lachlan Shire Council), Chris White (CWLLS Board), Andy Fletcher (Castlereagh Macquarie County Council), Phil Blackmore (DPI), Kane Davison (Parkes Shire Council), Belinda Nugent (LLS CAG), Brian Bonello (Bogan Shire Council), Cathy Black (Bogan Shire Council), Steve Campbell (Forestry Corp), Jane Chyrstal (LLS), Nick Hanlon (NSW Parkes and Wild Life), Arum Berry (John Holland Group), Guy Marchant (Narromine Shire Council)
Apologies	Steve Hamson (WaterNSW), Pete Holcombe (LLS), Nigel Boyce (LLS), Mel Schrader (LLS), Kellie Frost (Weddin Shire Council)
Secretariat	Jodie Lawler

Minutes

1.0 CW RWC Annual General Meeting

In accordance with the CWRWC ToR 2017 the Chair vacated the seat and handed over to the Regional Weeds Coordinator who thanked the outgoing Executive and declared all positions vacant.

The following delegates were nominated with all in favour

Chair – Peter Shinton (Warrumbungles Shire Council)

Vice Chair – Tina Smart (Forbes Shire Council)

2.0 Welcome, acknowledge to country and apologies

The Chair, Peter Shinton welcomed all to today's meeting and acknowledged the traditional custodians of the land on which the meeting is being held.

The above apologies were noted by the committee.

WHS considerations were outlined



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2.0 Review of minutes and actions

The minutes and actions from the previous meeting were approved.

Chris White gave feedback to the Committee from the LLS Chair and GM's biannual visit to Councils Mayors and GM's. Jodie will be writing a follow-up letter to each GM notifying them of their WAP funds, who is their representative on the RWC and the next meeting date.

Action: Circulate to committee the LGA/LLS biannual visits schedule. Forward follow up letter to LGA's GM's. (J Lawler)

3.0 RWC Update

NSW Weeds Capacity Building and Engagement Priorities 2017-2020

The Committee noted the Weeds Capacity Building and Engagement Priorities which has been published by DPI.

Review of Regional Strategic Management Plan

Jodie Lawler presented to the committee the process for reviewing the Regional Strategic Management Plan. The report will be regularly updated by the Regional Weeds Coordinator and the Working Group. The Committee approved the process.

4.0 Community Engagement, Resources and Projects

Jodie Lawler spoke to the RWC on Community Engagement, Resources and Projects. The following was noted:

- Depending on the season, training for Grass and Weed Identification will be held in June by Harry Rose.
- Training for Weeds Risk Assessment will be conducted by Phil Blackmore and possibly held after the next RWC meeting.
- Weeds in Hay and Grain Pamphlet has been published by LLS and distributed to Committee members.
- Hudson Pear Workshop is organised in Coonamble for 26 March.
- TV advertising for 'No space for Weeds Campaign' will commence in April.

5.0 DPI Update

Phil Blackmore gave a DPI Update. The following was noted by the Committee:

- WeedWise App Update – Phil updated the Committee on the upgrade to WID - search by plant characteristics. It was suggested that you don't over describe the plant, couple of characteristics is all you need. There is a Website Feedback form for providing feedback and suggestions to DPI
- *Action: Feedback to WID developer to come up with a better plant descriptor. (P Blackmore)*



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- MERI – Finalisation of the MERI framework will only be completed when consultation is finalised with RWC. The reporting schedule will be finalised by November 2019. The Committee discussed some concerns they have with the framework and referred to the Working Group for recommendations.

Action: MERI Frame work to be put on the agenda for Weeds Action Plan Working Group. (J Lawler)

- BIS – Interface is closer to being launched. There have been significant updates with one being the error checker which will notify you straight away if there is a problem. The Committee noted that all LCA Weeds Officers are reporting into BIS
- Compliance Standard – audits will be starting.
- Mental Health Welfare – Macquarie Valley Weeds Committee are looking at rolling out Mental Health training for its members.

5.1 Hudson Pear

The Committee recommend a Central West Hudson Pear taskforce be created and that a review of the weeds risk assessment for Hudson Pear in the Central West be undertaken as outbreaks are more common. The following was noted by the Committee:

- reported outbreaks at Baradine and Pilliga (falls into Coonamble Shire, 50KM out of Coonamble), further inspections will be done by National Parkes and CMCC.
- Jacky Wiblin updated the Committee on the weed risk management plan that she has created for the Crown Lands area.
- Inland Rail have moved their corridor through the middle of the Quanda Hudson Pear patch.
- Hudson Pear produces seeds if conditions are right.
- Hudson Pear is a Weeds of National Significance, Crown Lands give merit to a weed of National significance for funding.

Action: Hudson Pear Taskforce to be added to the next meeting agenda. (J Lawler)

Action: Meeting to be organised between Crown Lands and DPI to discuss the Crown Lands Hudson Pear Risk Management Plan. (P Blackmore/Jacky Wiblin)

6.0 Weed Action Plan Working Group & Round up

The Committee approved the proposal of forming a Weeds Action Plan Working Group and agreed to the meetings being held after the RWC meetings. The following delegates were nominated with all in favour:

Jacky Wiblin – Crown Lands
Kane Davison – Parkes Shire Council
Andy Fletcher – Castlereagh Macquarie County Council
Brian Bonello – Bogan Shire Council
Andrew Cosier – Dubbo Regional Council



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The committee decided that individual verbal updates at the RWC meetings would be time consuming and that updates from nominated LCA Weeds Officer or Stakeholders would be more beneficial.

Action: Standing agenda item to be add for next meeting –Stakeholders Presentation (operational strategic issues). (J Lawler)

Arum Berry from John Holland Rail provided the Committee with a verbal updated. The following was noted:

- Inspections have been carried out between Troy Junction to Coonamble, Wellington to Nyngan, Molong to Parkes. Serrated Tussock Inspections have also been carried out between Stuart Town and Wellington.
- Currently controlling mechanical and chemical control of Blackberry – Orange to Cookamindgera, Wallerawang – Rylstone, Dubbo- Bowenfels (Sodwalls-Stuart Town).
- Future control will be between Molong to Parkes which will be chemical control of Blackberry.
- In the coming months JHR will take delivery of M.A.N. road/rail truck capable of carrying 4000ltr of chemical and delivery via 10m boom or twin 150mtr side hose reels. The will substantially bolster the weed control and inspection capability of the JHR Internal Team with substantial cost efficiencies.

7.0 Funding Distribution Algorithm

Action: Forward version 14 algorithm formula to Committee. (P Blackmore)

8.0 Joint Project Opportunities

Dubbo Regional Council and Lachlan Shire Council have applied for the Communities Combating Pests and Weed Impacts During Drought Program – Biosecurity Management of Pests and Weeds Funds.

9.0 Correspondence

The Weeds Society of NSW

The Committee noted the letter received from The Weed Society of NSW asking for EOI to host the 21st NSW Weeds Conference. A decision was made to write a letter to Dubbo Regional Council and Parkes Shire Council inviting them to consider putting in an EOI to hold the event, highlighting benefits it will bring to the region, the impact it will have on weeds in the Central West and noting that the CW RWC will support the event.

Action: Draft letter to Dubbo Regional Council and Parkes Shire Council regards Weeds Society Conference. (J Lawler)

It was noted that nomination for this year's State Conference close on 15 March. Chris White encouraged members to put in an EOI to present on rural weeds management in the Central West. CMCC have put in an EOI to present on Hudson Pear at the conference.



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10.0 Nominated Weed for Review

Spiny Burr Grass

Jodie Lawler updated the Committee on the Spiny Burr Grass issue at Collie. A meeting was held at Ammtree on 6 February with representatives from CMCC and Gilgandra Shire Council. The Committee were presented with a draft procedure which has been written on Stock entering CWLLS TSRs and Council Roadsides where known infestations of priority weeds exist. Peta Holcombe has made a recommendation to the biosecurity team that the routine stock movement permits that cross the spiny burr grass areas be review. Andy Fletcher has organised Roadside signage to be installed in the area.

Action: Next meeting weed for review will be Green Cestrum, add to agenda.

11.0 Strategic Business

Spraying on public land – Peter Shinton had an inquiry regarding private landholders spraying on roadsides etc. The Committee's recommendation was that it does not encourage private landholders spraying on public land.

Off Target Spraying - Brian Bonello updated the Committee on Off Targeting Spraying and 2,4-D Seminar which was held in Nyngan. There is significant new research about spray drift characteristics. Chris White noted that LLS Board have met with Macquarie SOS representatives who are rolling out workshops across Central West regarding the changes to labelling and spray nozzles.

Action: Add to next agenda Off Targeting Spraying and 2,4-D and investigate getting Bill Gordon – (Bill Gordon consulting) to present to the Committee.

Glyphosate – Phil Blackmore updated the Committee on the Canadian Government's review into Glyphosate. The review concluded that Glyphosate is not a risk to humans, therefore use as per normal.

RWC Meeting close 12.45pm

12.0 LCA's Weeds Officers Meeting

A separate meeting was held with The LCA Weeds Officers after the RWC meeting commencing at 2.00pm.

12.1 Delegates Report

The Weeds Officers approved the new format delegates report. The report will be submitted to each RWC meeting.

12.2 Regional Projects

Jodie Lawler discussed with the Weeds Officers the possibility of doing a Regional Project together using some available WAP funds.



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The Weeds Officers decided to do a campaign on Green Cestrum throughout the Central West region as this was considered a weed of significance in our area. The campaign will include the following:

- Pamphlet/flyer
- Advertising in local papers
- Roadside signage
- Merchandise – Stubbie Holder

LCA Weeds Officers Meeting closed at 2.30pm

Next meeting – 28 May, 2019



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Action no.	Meeting Date	Action	Resp. Person	Status
1.	05/03/2019	Circulate to committee the LGA/LLS biannual visits schedule. Forward follow up letter to LGA's GM's.	J Lawler	March
2.	05/03/2019	Feedback to WID developer to come up with a better plant descriptor.	P Blackmore	March
3.	05/03/2019	MERI Frame work to be put on the agenda for Weeds Action Plan Working Group.	J Lawler	May
4.	05/03/2019	Hudson Pear Taskforce to be added to the next meeting agenda.	J Lawler	May
5.	05/03/2019	Meeting to be organised between Crown Lands and DPI to discuss the Crown Lands Hudson Pear Risk Management Plan.	P Blackmore/Jacky Wiblin	March
6.	05/03/2019	Standing agenda item to be add for next meeting –Stakeholders Presentation (operational strategic issues).	J Lawler	May
7.	05/03/2019	Forward version 14 algorithm formula to Committee.	P Blackmore	March
8.	05/03/2019	Draft letter to Dubbo Regional Council and Parkes Shire Council regards Weeds Society Conference.	J Lawler	March
9.	05/03/2019	Next meeting weed for review will be Green Cestrum, add to agenda.	J Lawler	May
10.	05/03/2019	Add to next agenda Off Targeting Spraying and 2,4-D and investigate getting Bill Gordon – (Bill Gordon consulting) to present to the Committee.	J Lawler	May
11.	29/11/18	Quanda Workshop to be arranged for 12 February 2019. Update: Workshop has been postponed to 26 March in Coonamble.	J Lawler	Ongoing
12.	29/11/18	Feedback to the Committee on outcomes of MERI discussions with DPI. Update: Feedback and changes to the MERI Framework will be going to the State Weeds Committee at the end of the month. ONGOING	J Lawler	March
13.	21/08/2018	Jodie Lawler to respond to Western's LLS email on discussed issues regarding the potential of	Jodie Lawler	Ongoing



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To be held at Warren Shire Council Chambers
on 24 June 2019

		<i>cross regional weeds. Update: Waiting a response from Western LLS. ONGOING</i>		
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CW Regional Weeds Committee Minutes



CW Regional Committee Meeting Minutes – Meeting 11

Date:	Tuesday, 28 May 2019
Time:	9.30am – 2.00pm
Location:	Wellington

Attendees

Chair	Tina Smart
Members	Tina Smart (Forbes Shire Council), Andrew Cosier (Dubbo Regional Council), Des Mackey (Dubbo Regional Council), Chris White (CWLLS Board), Andy Fletcher (Castlereagh Macquarie County Council), Phil Blackmore (DPI), Kane Davison (Parkes Shire Council), Brian Bonello (Bogan Shire Council), Jane Chrystal (LLS), Guy Marchant (Narromine Shire Council), Pete Holcombe (LLS), Brooke Kirkman (CWLLS), Don Ramsland (Castlereagh Macquarie County Council), Callen Thompson (LLS), Wendy Morris (NSW Farmers)
Apologies	Peter Shinton (Warrumbungle Shire), Andrew Mulligan (LLS), Nigel Boyce (LLS), Mel Schrader (LLS), Kellie Frost (Weddin Shire Council), Greg Peart (Castlereagh Macquarie County Council), Laurie Thompson (Lachlan Shire Council), Steve Hamson (Water NSW), George Barrott Brown & Nick Hanlon (NSW National Parks and Wildlife), Steve Campbell (Forestry Corporation), Arum Berry (John Holland), Cath Black (Bogan Shire Council), Jacky Wiblin (Crown Lands)
Secretariat	Jodie Lawler Brooke Kirkman

Minutes

1.0 Welcome, acknowledge to country and apologies

Tina Smart welcomed all to today's meeting and acknowledged the traditional custodians of the land on which the meeting is being held.

The above apologies were noted by the committee.

WHS considerations were outlined

2.0 Review of minutes and actions

The minutes and actions from the previous meeting were approved.

3.0 RWC Update

- WAP program activity actions



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Weeds officers have been fantastic, new template for WAP reporting has been well received, however some hiccups with chrome. Looks to be an effective long term model and Jodie is currently working on year 4 templates for next year.

Jodie shared the new template with the group outlining the new process. Comments sections are essential to keeping track of outcomes and or need for variation.

Chris White raised question regarding the standard WAP outputs – are they still relevant? How can the RWC provide input for the next round of WAP funding for consideration? The group agreed that other considerations such as Biosecurity legislation, staffing, unexpected changes etc will need to be valued when completing future bids.

The group agreed it would be beneficial to begin discussions regarding key learnings from the current WAP program and look at current descriptors and targets for the future, (including factors such as kms vs ha etc). This will provide a strong foundation for the group moving into WAP 3, and provide opportunity to forward recommendations to DPI.

It was noted that the key findings will need to be provided to LCA management for consideration of local bids, this will be essential and where a strong consideration of achievable outcomes and alignment to such factors such as biosecurity legislation, staffing etc will be required.

All reasons for not meeting targets need to be considered in making future adjustments. Targets need to be realistic due to LLS governance and reporting standards.

Action: Add to next meeting agenda - WAP workshop. WAP2 key learnings, review descriptors, actions etc. Develop recommendations for WAP3. (Jodie Lawler)

4.0 Community Engagement, Resources and Projects

Jodie Lawler spoke to the RWC on Community Engagement, Resources and Projects. The following was noted:

- Green Cestrum Campaign - excellent collaboration, pamphlets produced and being distributed, road side signage and stubby holders almost done
- Training for Weeds Officers - Harry Rose from Tocal is running free training in October – Dubbo and Forbes sessions – Jodie has distributed a save the date
- Weeds in Hay and Grain Pamphlet - is up to its third print run
- Hudson Pear Workshop was a great success
- Advertising and merchandising for 'No space for Weeds Campaign' - TV ads on Prime, Jodie has been working with Weeds Officers for merchandise to distribute at shows etc

Jodie attended RW Coordinators meeting in Sydney which was very beneficial avenue to share ideas, especially CBSM training which may be rolled out next financial year

Chris White suggested that the Weeds in Hay brochures to charity organisations to ensure they are getting out where they are needed most: ie: Anne Jones (Lions Wellington), Buy a Bale – check drought hub for contacts.

Action: Distribute Weeds in Hay brochures to charity organisations. (Jodie Lawler)



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5.0 DPI Update

Phil Blackmore gave a DPI Update. The following was noted by the Committee:

- **SWC update**
- **WeedWise App Update – Search by characteristics**
Next stage is to be able to take a photo for weed id, one or 2 characteristics to be selected at a time to identify the weed. No progress at this stage. If you would like to make comment or suggestions, email weeds@dpi.com.au
- **Black knapweed** – (prohibited matter - discovered at Tenterfield this year, survey with NTLLS have been conducted, not any more found, only one property. This incursion may have been present since 1906 and has been dormant. Luckily found on grazing country has not been spread. DPI will be surveying Tenterfield Creek later in the year. It's a perennial that can be spread easily. (Incursions common in QLD and Tasmania). While unlikely, if it was to spread it would be most likely towards the east, ie: Forbes and Parkes as it prefers cooler climates
- **Chinese Violet** – Control orders issues (short to medium term regulatory programs) have been issued.
- **WAP 3** - DPI have begun planning the general scope of WAP 3, a good opportunity for RWC to discuss at next meeting as mentioned above
- **DPI Invasive species branch meeting** – Members were asked to list priority issues: Succession for DPI is essential, average age of ISC is 60. note: Phil will be retiring within next 2 years
- **Drought** – Inland finally feeling the effects of our regions and acknowledging the drought as the worst ever – even for non-drought prone areas
- **Weed Id promotion** – DPI would like to see increased public encouragement to ensure people bring weeds in for identification (active/passive inspection) – If you see something that is unfamiliar – please report it, bring it in to a DPI, Council or LLS office
- **Project idea** – if you see a weed – mark it in some way, then when Weeds Officers are doing inspections and can investigate. A suggestion was to target grey nomads networks etc as they are everywhere and interested in this kind of citizen science) Information on how to take an effective id photo would help, perhaps weed wise app could support this?
- **DPI Audits** – Being conducted by Sid, minimal information available
- **DPI/LLS MOU** – Is currently being reviewed, the RWC is expected to be consulted

Action: Sid Lisle to presentation at the next meeting on DPI Audits. (Jodie Lawler)

6.0 Hudson Pear task force

The workshop was successfully completed with an action list developed. Jodie has been regularly monitoring and updating as required.

Action: It was recommended a taskforce be developed to implement management plan and actions. (Jodie Lawler)

The Lightning Ridge taskforce has been very successful, Jodie has already been in discussion with the team look at using the same methods for the CW task force.



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It was agreed the workshop was fantastic, all stakeholders were on board and involved, and landholders were surprisingly very enthusiastic. Previous management had been very ad hoc and the current, proactive approach is very well received.

Further funding to ensure the plan can be effectively implemented will be essential to the success of plan implementation.

Kane raised the issue of Inland Rail's weed management – to date, they have only contacted Parkes Shire once, 3 months after works had commenced. The group agreed this was an issue and need more engagement in regards to the Narromine and Narrabri (N2N) project. It was agreed Inland Rail should be attending all RWC meetings to discuss their approach and plans for weed management.

Phil would like to note his congratulations of the fantastic work of Jodie and Andy in the co-ordination of the Hudson Pear workshop, it really is one of the best he has seen, especially the landholder co-ordination.

Action: Further investigation and discussion regarding Inland Rail's weed management plans and to invite them to future meetings. (Jodie Lawler)

7.0 2-4D Label Changes

Cal from CWLLS explained the details of the changes including specific points such as: identifying spray drift conditions, nozzle requirements and reporting.

Action: Cal Thompson's presentation will be shared for further reference. (Jodie Lawler)

Managers would benefit from attending a workshop on spray technology with Cal, he has a demo boom he can use. Weeds Officers' have probably seen enough training, it's the direct reports that need to be aware of the issues, and the workshop should target management highlighting the extreme potential risks and liabilities. It was suggested that a north and south workshop could possibly be achievable.

Action: Spray Technology workshop to be arrange with Cal Thompson for Council Managers. (Jodie Lawler)

8.0 Stakeholder presentation – NSW Farmers

Wendy introduced herself as a NSW Farmers delegate, however there will be a new delegate attending moving forward.

They have concerns about African Lovegrass taking over from serrated tussock as a priority weed in the Monaro, rather than serrated tussock.

She outlined current issues as: weed control, control methods, serrated tussock, tax right offs for farmers to purchase chemical, round up being on the way out is a huge concern for NSW farmers. There are concerns that Australia is about 10 years behind European techniques in this space.

It was noted that Rob Stokes is their key ministerial contact.

Implementing weed biosecurity is essential to external service providers etc – simple practices such as stopping at the gate, checking tyres etc should always be adhered too. All of us should be leading by example and further communications would be beneficial.

Tina noted Forbes is beginning to use drones for weed monitoring etc.



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9.0 Joint Project Opportunities

Central West Lachlan Landcare, in collaboration CWLLS and Forbes and Parkes Shires are holding weed workshops. Blue heliotrope identified as a current priority weed for communications.

10.0 Correspondence – Jodie provided copies of recent correspondence for reference

- Chinese Violet control order
- Parkes & Dubbo GM Letters re: weeds conference
- Off label permits

Tina noted that either Tordon or Vigilant Gel have had zero effect on Coral trees near aquatic areas, even after multiple applications

- Spray application video series (Off Targeting Spraying)
- WAP allocation model

11.0 Nominated Weed for Review

Green Cestrum

- Kane has noticed that Green Cestrum needs to be added to the weed books
- Tina identified a need for peri urban weed id
- Green Cestrum id spots
- Parkes Shire looking into holding the weeds conference, no feedback from Dubbo as yet
- Need to promote best practise methods, record keeping is essential to mitigating risk

12.0 Strategic Business

- **Inland rail** – Should be invited to join RWC. Confirmation and discussion of corridors are key areas for discussion.
- **CleanTq** – Clean TQ should also be invited to join RWC as they have a significant biosecurity obligation within the Lachlan Shire.
- **Meeting locations** – The group agreed as a regional committee, meeting locations should be varied to support this, and various site visits can prove beneficial to other areas.
- **CMCC** – Don noted that there are currently 2 weeds positions available – 1 x Coonabarabran, 1 x Lightning Ridge and would appreciate sharing.
- **Committee Meetings** - The Committee agreed to holding the committee meetings in other locations around the Central West.

Action: Invite Clean TQ to be invited to join RWC. (Jodie Lawler)

Meeting closed at 12:20pm

13.0 Site visit to Bodangora Wind Farm Wellington

Site visit close approximately 3:00pm

Next meeting scheduled for 20 August 2019 – location Dubbo – however optional



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Action no.	Meeting Date	Action	Resp. Person	Status
1.	28/05/2019	Agenda item - WAP workshop. WAP2 key learnings, review descriptors, actions etc. Develop recommendations for WAP3	J Lawler	
2.	28/05/2019	Distribute Weed and Hay guides to drought charity organisations for dissemination	J Lawler	
3.	28/05/2019	Agenda item - Sid to provide DPI Audit presentation-update	J Lawler	
4.	28/05/2019	Develop Hudson Pear taskforce – Jodie to potentially send EOI	J Lawler	
5.	28/05/2019	Agenda item – Further inland rail discussion re: their weed management obligations and programs	J Lawler	
6.	28/05/2019	Share Cal's presentation	J Lawler	
7.	28/05/2019	Investigate holding workshops hosted by Cal for LCA management: 24D label changes and LCA risk	J Lawler	
8.	28/05/2019	Invite Inland rail and Clean Tq to RWC	J Lawler	
Previous				
1.	05/03/2019	Meeting to be organised between Crown Lands and DPI to discuss the Crown Lands Hudson Pear Risk Management Plan. ONGOING	P Blackmore/Jacky Wiblin	Ongoing
3.	21/08/2018	Jodie Lawler to respond to Western's LLS email on discussed issues regarding the potential of cross regional weeds. Update: Waiting a response from Western LLS. ONGOING	Jodie Lawler	Ongoing



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Attachment B – Hudson pear Workshop Minutes – 26th March 2019

Hudson Pear Workshop Minutes

Five Ways Management Plan

Date:	Tuesday, 26 March 2019
Time:	9.00am – 3.00pm
Location:	Coonamble

Attendees

Facilitator	Jonathon Lawson (Northern Tablelands Local Land)	
Members	<i>Dave Wurst – (NSW National Parks and Wildlife Service), John Dawson – (NSW National Parks and Wildlife Service), Jason Abel – (NSW National Parks and Wildlife Service), Tony Munns – (Central West Local Land Services), John Nolan – (Crown Lands), Mark Robertson – (Employee for Landowner), Andy Fletcher – (Castlereagh Macquarie County Council), Michael Web – (Coonamble Shire Council), Kookie Atkins (Coonamble Shire Council), Barbara Deans (Landowner), Tom Lyons (Landowner), Jacky Wiblin (Crown Lands), Phil Blackmore (DPI), Helen Hunt (Landowner), Matt Cock (Coonamble Shire Council), Carl Molloy (Castlereagh Macquarie County Council), Kevin Watling (Castlereagh Macquarie County Council), Adrian Lyons (Landowner), Peter Shinton (Warrumbungle Shire Council)</i>	
Apologies	Andrew McConnachie (DPI)	
Minutes	Jodie Lawler (Central West Local Land Services)	

1.0 Site Tour

Site tour of Five Ways was conducted prior to the Workshop by all participants.

Assessment

- 2.0 The Hudson pear occupies a small area that cannot be reinvaded from adjoining areas; ie the infestation is an isolated outlier:
- Until last month the Five Way Hudson pear incursion was the only known incursion of this species in the Central Division of NSW
 - Crown Lands – 35 acres
 - Tom Lyons (landowner) – scattered over 1000 acres
 - Barbara Deans (landowner) – scattered
 - Helen Hunt (landowner) – scattered about 100 acres
 - Alison Philips (absentee landowner) – density unknown
 - Considered high density on the Crown Lands reserve
 - A boundary could be drawn – more than a 1000 hectares
 - It was considered that the Baradine infestation was not related, no Hudson Pear has been found in the Warrumbungle to date.

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Hudson Pear Workshop Minutes

- National Park – recently discovered incursion in the Pilliga State Conservation Area is 50km from Five Ways, inspected 10 acres and still finding Hudson Pear, 30-40km from Five Ways, a phone app has been used to track GPS points. Also not related to the Five Ways sight.

Action: Mapping of the Five Ways site to be done through LLS GIS. (Jodie Lawler/Jonathon Lawson)

3.0 All of the infested area is known;

At this stage, all of the infested area is known:

- Crown land reserve: 35ha
- Crown land reserve: 35ha Adjacent private properties: Scattered plants over about 850ha
- Road reserves: scattered plants over about 7km of road reserve.

4.0 The weed is easy to find at low density;

- Depending on grass cover, smaller Hudson Pear is hard to find.
- When spraying only 60-70% is treated

5.0 The control method kills all plants before maturity;

- Chemical used is Grazon Extra, wetter/oil – Uptake, a spray dye is also used
- If a long lived seed bank is not established or if a small seed bank has been created kill methods are successful, recruitments from the seed bank can be destroyed before they set seed;
- Hudson Pear has a red flower, possibility there is a seed bank from the Crown Lands site but generally unknown.
- Advice from Dr Andrew Macconnachie from NSW is that the biological control is unlikely to be effective or persistent with the levels of infestation at the site and adjoining areas.

6.0 A long lived seed bank is not established or if a small seed bank has been created, recruitments from the seed bank can be destroyed before they set seed;

- It is believed that fruiting plants of Hudson pear may produce viable seed, although this is yet to be formally established. If viable seed are produced, it is not known whether the seeds will establish a seed bank or what the life of the seed bank would be. Some large plants on the Crown Reserve in the north east corner near the unauthorised garbage tip, are believed to have produced fruit at least 20 years ago.

7.0 If the plant has produced seeds they have not been dispersed;

- The only fruiting plants are known to have occurred on the Crown Reserve. It is unlikely that seed, if it exists, has been dispersed from the Crown Reserve.

8.0 The budget allows initial treatment, regular surveys and control for several years;

- Crown Lands have spent over the last three years:
 - First year - \$39,000
 - Second year - \$29,000
 - Third year - \$30,000
- \$50,000 has been given by OEH, has to be spent by 30 June 2020 and \$33,000 from Crown Lands

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- Cost is \$1500 a day to spray area, 5 days' work with three to four people
- CMCC has funds through WAP for roadsides and inspections.

Next Step:

9.0 To determine the types of land ownership or control the Hudson Pear occurs on;

- Private Land adjoining – 3 adjoining landholder
- Gravel Pit – Coonamble Shire Council
- Roads - CMCC
- ARTC - Inland Rail – possibility will be going through area
- Environmental – Native Wild Life

10.0 Any special conditions for the Coonamble Shire quarry - currently Crown Lands provide a licence for the council to operate the site;

Currently Crown Lands provide a licence for the council to operate the site. This is a valuable resource for Coonamble Shire Council. The material removed from the quarry is taken to a nearby rock quarry where the material is screened and blended with the crushed rock for use as road base. The material from the Five-Ways quarry is not used to top-dress black soil roads.

Action: Coonamble Shire Council will update their biosecurity procedure for this site and train machinery operators and truck drivers in this procedure. (Andy Fletcher)

11.0 Who will carry out inspections to fully delimit the infested are;

- CMCC inspectors will delimit the incursion on roads and private property
- Control Program to be put in place

Action: Inspections to be carried out by CMCC. (Carl Molloy)

Action: NPWS will determine if the Warrumbungle National Park is free from Hudson Pear. (David Wurst)

Action: Control Program to be put in place. (Andy Fletcher)

12.0 Who is going to carry out the control on each land type

Action: It was agreed that all Land Managers will carry out the control on each land type. (All Land Managers)

Action: CMCC will do a delimitation survey week beginning 1 April 2019. (Andy Fletcher)

13.0 Who is going to pay for control work?

- It was agreed that all Land Managers would pay for control works on their land.

Action: All Land Managers to pay for their own control works. (All)

Action: Castlereagh-Macquarie County Council will consider the need for a Biosecurity Undertaking for land occupied by absentee landholders. (Andy Fletcher)

Action: Crown Lands and Local Land Services will apply for ongoing funding in future years. (Crown Lands/LLS)

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14.0 When is the control work going to be done and how often will re-inspection and re-treatment be carried out.

- Control works to be carried out:
 - March - May
 - August – October
 - September - November.
- CMCC – will coordinate the program.

Action: CMCC circulate information to workshop participants about spray and dyes. (Andy Fletcher)

Action: Control Works to be carried out – March – May, August – October, September – November. (Spring and Autumn) A second control pass should be made about four-five weeks after the first control pass in both of these seasons. (All Land Managers)

Business Arising:

Fencing:

- A decision was to leave the fence as is and not spend any more funds.

Track:

- Crown Lands to look at opening up tracks within the reserve.

Action: Discuss how to open up tracks within the reserve. (John Nolan/Jacky Wiblin)

Local Member:

- Tom Lyon's suggest getting in touch with the new local member to do an inspection and discuss options for the site

Action: Contact Local Member regarding future funding and doing a site visit at Five Ways. (NSW Farmers/Tom Lyons)

Hudson Pear Task Force:

It was suggestion a Hudson Pear Task Force be established to be coordinated by Local Land Services.

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Action List – 26 March 2019:

Action no.	Action	Resp. Person	Status
1.	Mapping of the Five Ways site to be done through LLS GIS.	Jodie Lawler/Jonathon Lawson	April
2.	Coonamble Shire Council will update their biosecurity procedure for this site and train machinery operators and truck drivers in this procedure.	Andy Fletcher	April
3.	Inspections to be carried out by CMCC.	Carl Molloy	Ongoing
4.	NPWS will determine if the Warrumbungle National Park is free from Hudson Pear.	David Wurst	Ongoing
5.	Control Program to be put in place.	Andy Fletcher	April
6.	It was agreed that all Land Managers will carry out the control on each land type.	All Land Managers	Ongoing
8.	CMCC will do a delimitation survey week beginning 1 April 2019.	Andy Fletcher	April
9.	All Land Managers to pay for their own control works.	All	Ongoing
10.	Castlereagh-Macquarie County Council will consider the need for a Biosecurity Undertaking for land occupied by absentee landholders.	Andy Fletcher	May
11.	Crown Lands and Local Land Services will apply for ongoing funding in future years.	Crown Lands/LLS	Ongoing
12.	CMCC circulate information to workshop participants about spray and dyes.	Andy Fletcher	April
13.	Control Works to be carried out – March – May, August – October, September – November. (Spring and Autumn) A second control pass should be made about four-five weeks after the first control pass in both of these seasons.	All Land Managers	Ongoing

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14.	<i>Discuss how to open up tracks within the reserve.</i>	<i>John Nolan/Jacky Wiblin</i>	<i>April</i>
15.	<i>Contact Local Member regarding future funding and doing a site visit to Five Ways.</i>	<i>NSW Farmers/Tom Lyons</i>	<i>April</i>

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Attachment C – OLG Circular 19/04 - Final Code of Accounting Practice and Financial Reporting (Update 27) including Joint Organisations Supplement



Office of
Local Government

Circular to Councils

Circular Details	Circular No 19-04 / 29 March 2019 / A637501
Previous Circular	Circular 18-38
Who should read this	General Managers / Financial accounting business areas
Contact	Policy Team / (02) 4428 4100 / code@olg.nsw.gov.au
Action required	Council/Joint Organisations to implement

Final Code of Accounting Practice and Financial Reporting (update 27) including Joint Organisations Supplement

What's new or changing

- The final Code of Accounting Practice and Financial Reporting (Code) (update 27) is available for preparing councils' 2018-19 financial statements.
- A Joint Organisation (JO) Supplement to the Code is available for preparing JO financial statements for the period from Proclamation to 30 June 2019.
- Councils should note key changes and JOs should note new requirements.

What this will mean for your council/JO

- The Code must be used by councils and JOs to prepare their annual financial statements in accordance with the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*.

Key points

- Changes highlighted in yellow are new for this year. Commentary in red relates to Office of Local Government (OLG) requirements and commentary in blue relates to the Australian Accounting Standards.
- Key changes in this year's draft Code were highlighted in Circular 18-38.
- Extensive feedback received from the Audit Office, councils and others has resulted in a significant number of changes being made to the final Code.
- Councils should carefully review the *Summary of changes to the Code* (update 27) document in conjunction with the Code.
- The new JO Supplement to the Code will support JOs preparing financial statements for the first time.
- The introduction and overview of the Code provides guidance to JOs on the application of the JO Supplement.

Where to go for further information

- The OLG website has the Code (Update 27) comprising five documents:
 1. General Purpose Financial Statements
 2. Special Purpose Financial Statements
 3. Special Schedules
 4. Joint Organisations Supplement
 5. Appendices
- The *Summary of changes document to the Code* (update 27)
- The OLG Accounting Practice page can be found here:
www.olg.nsw.gov.au/strengthening-local-government/supporting-and-advising-councils/accounting-practice

Tim Hurst
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Attachment D – OLG Circular 19/07 - Determination of the Local Government Remuneration Tribunal

Strengthening local government



Office of
Local Government

Circular to Councils

Circular Details	19-07 / 20 May 2019 / A646892
Previous Circular	18-18
Who should read this	Councillors / General Managers
Contact	Council Governance / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

2019/20 Determination of the Local Government Remuneration Tribunal

What's new or changing?

- The Local Government Remuneration Tribunal (the Tribunal) has determined an increase of 2.5% to mayoral and councillor fees for the 2019/20 financial year, with effect from 1 July 2019.
- The Tribunal did not undertake a broad review of the categorisation of councils and considered only those requests where an individual submission was made. The Tribunal found that the current allocation of councils into the current categories is appropriate.
- The Tribunal will next consider the model, the criteria applicable to each group and the allocation of councils in detail in 2020.

What this will mean for your council

- Sections 248 and 249 of the *Local Government Act 1993* require councils to fix and pay an annual fee based on the Tribunal's determination of 2.5% for the 2019/20 financial year.

Key points

- The level of fees paid will depend on the category the council is in.
- A council cannot fix a fee higher than the maximum amount determined by the Tribunal.
- If a council does not fix a fee, the council must pay the minimum fee determined by the Tribunal.

Where to go for further information

- The Tribunal's report and determination is available on the Office of Local Government's website www.olg.nsw.gov.au and on the NSW Remuneration Tribunal's website www.remtribunals.nsw.gov.au.

Tim Hurst
Chief Executive

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Attachment E – OLG Circular 19/08 - Consultation on revised IPC Guideline 1 - Returns of Interests



Office of
Local Government

Circular to Councils

Circular Details	19-08 / 03 June 2019 / A648986
Previous Circular	N/A
Who should read this	General Managers/public officers and other governance staff/ Councillors/designated persons
Contact	Council Governance / olg@olg.nsw.gov.au / (02) 4428 4100
Action required	Response to the Information and Privacy Commission (IPC)

Consultation on revised IPC Guideline 1 Returns of Interests

What's new or changing?

- The Information and Privacy Commission NSW (IPC) is seeking feedback from councils on a draft of its revised *Guideline 1: For local councillors on the disclosure of information contained in returns of interest of councillors and designated persons under the Government Information (Public Access) Act 2009*.
- Consultation on Guideline 1 will close on **14 June 2019**.

What this will mean for your council

- The draft revised Guideline provides that councillors' and designated persons' returns of interests must be made publicly available free of charge on a website maintained by councils, unless there is an overriding public interest against disclosure of the information.
- The Guideline provides guidance in relation to the public interest considerations for and against disclosure of the returns of interests.

Key points

- Section 6 of the *Government Information (Public Access) Act 2009* (GIPA Act) provides for the mandatory proactive release by NSW public sector agencies (including councils) of open access information. The GIPA Act provides that open access information must be made publicly available free of charge on a website maintained by the agency.
- Councillors' and designated persons' returns of interests are prescribed under Schedule 1 to the *Government Information (Public Access) Regulation 2018* as open access information for local government.
- The IPC has undertaken a review of Guideline 1 to ensure that the Guideline is consistent with the requirements of the GIPA Act.

Where to go for further information

- A full copy of the draft revised Guideline and further information on open access information requirements for local government is available on the IPC's website at www.ipc.nsw.gov.au.
- Contact the IPC at 1800 472 679.
- Contact the Office of Local Government's Council Governance Team on 02 4428 4100.

Tim Hurst
Chief Executive

Office of Local Government
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
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CASTLEREAGH MACQUARIE COUNTY COUNCIL

Meeting of Council

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on 24 June 2019

Attachment F – OLG Circular 19/10 - Consultation on webcasting guidelines



Office of
Local Government

Circular to Councils

Circular Details	19-10 / 13 June 2019 / A638257
Previous Circular	18-45 Commencement of the new Model Code of Meeting Practice for Local Councils in NSW
Who should read this	General Managers / Governance and IT staff
Contact	Council Governance / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Response to OLG

Consultation on webcasting guidelines

What's new or changing

- On and from 14 December 2019, all councils in NSW will be required to webcast meetings of the council and committees whose membership comprises only of councillors.
- Many councils already webcast their meetings. The Office of Local Government (OLG) is seeking to utilise the experience and expertise of these councils to provide guidance to those councils that do not currently webcast meetings.
- The guidance will include:
 - case studies of different models for webcasting meetings
 - strategies for managing defamation and other legal risks
 - information about councils' obligations with respect to privacy and records management when webcasting meetings.

What this will mean for your council

- OLG is seeking to provide in its guidance a range of case studies of different webcasting practices. These will offer councils considering options for webcasting their meetings a broad range of examples to draw from.
- OLG is seeking submissions from councils that are willing to be included as a case study. In particular, OLG is seeking the following information from councils for use in case studies:
 - How does your council webcast its meetings?
 - What equipment/technical facilities does the council use to webcast meetings?
 - What were the costs associated with installing equipment and fitting out the chamber for webcasting and what are the ongoing costs of webcasting?
 - Does your council hold meetings in multiple locations and if so, how does it webcast meetings held at venues other than the main council chamber?
 - What are the advantages and/or disadvantages associated with your council's method of webcasting?
 - What strategies does your council use to manage defamation and other legal risks when webcasting meetings?
 - How does your council comply with its privacy and records management obligations when webcasting meetings?
 - Does your council have a policy on the webcasting of meetings (and if so, please provide a copy or a link)?

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- Is there anything else councils should be aware of when webcasting their meetings?
- Submissions may be made to olg@olg.nsw.gov.au, labelled 'Webcasting Consultation' and marked to the attention of OLG's Council Governance Team.
- Submissions should be made by COB **Friday 12 July 2019**.

Key points

- The Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) provides that all meetings of councils and committees whose membership comprises only of councillors should be webcast to increase the transparency of council decision making and to allow access to those who may not be physically able to attend meetings.
- Irrespective of whether they have adopted a code of meeting practice based on the Model Meeting Code, all councils will be required to webcast meetings of the council and committees whose membership comprises only of councillors from 14 December 2019.
- The requirement to webcast meetings may be met simply by posting an audio or video recording of the meeting on the council's website meaning that all councils, irrespective of their size, resources and location will be able to comply.

Where to go for further information

- Contact OLG's Council Governance Team by telephone on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



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Chief Executive

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Attachment G – Letter dated 15/02/2018 – Coonamble Shire Council – Reduce Councillor Numbers



The General Manager
Castlereagh Macquarie County Council
Post Office Box 664
WALGETT NSW 2832

Dear Sir

REDUCE COUNCILLOR NUMBERS

At this Council's meeting on 14 February 2018 a report was tabled advising of your Council's desire to reduce the number of Councillors representing each of the constituent councils.

Coonamble Shire Council resolved (Minute No 2906);

"... that it agree to reduce the number of representatives on the Castlereagh Macquarie County Council from two per constituent council to one representative per council".

Accordingly, Mayor Michael Webb will be this Council's delegate.

Yours faithfully

RICK WARREN
General Manager

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Attachment H – Letter received 14/12/2017 – Office of Local Government – Governance Arrangements



**Office of
Local Government**

5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

Our Reference:
Your Reference:
Contact:
Phone:

A569118
DR:AC
David Rolls
02 4428 4210

Mr Donald Ramsland
General Manager
Castlereagh-Macquarie County Council
PO Box 664
WALGETT NSW 2832

Dear Mr Ramsland

Thank you for your letter of 13 October 2017 about governance arrangements for the provision of noxious weeds services in the Castlereagh Macquarie County Council's area of operations.

You have asked two questions which I answer as follows.

1. Reduction in number of members

The number of members of a county council is set by its constitution.

A county council may make a proposal to the Minister for Local Government, under section 383 of the *Local Government Act 1993*, to amend its constitution.

If the Minister decides to proceed with the proposal, the Minister must publicly notify it in the county council's area of operations for at least 28 days. During this time any person affected may make representations to the Minister. After considering all representations received, the Minister may recommend to the Governor that the proposal be implemented, with or without modifications, or decline to recommend that the proposal be implemented.

If the Minister recommends to the Governor that the proposal be implemented, the governor may, by proclamation, amend the constitution of the county council accordingly.

Ideally Council should, before determining whether or not to make such a proposal, elicit the views of its constituent councils. If Council can be show that its constituent councils support the proposal, then that support will add to its weight.

2. Section 355 committee

As you will be aware, section 370 of the *Biosecurity Act 2015* provides that only a council or a county council may be a local control authority for weeds under that Act. It is noted that the Act will soon be amended to allow joint organisations to be local control authorities as well. However, it is not anticipated that joint

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organisations will be in a position to become local control authorities until at least mid-2018.

Section 371 of the *Biosecurity Act* lists the functions of a local control authority in relation to the land for which it is the local control authority. Those functions are:

- a) The prevention, elimination, minimisation and management of the biosecurity risk posed or likely to be posed by weeds,
- b) To develop, implement, co-ordinate and review weed control programs,
- c) To inspect land in connection with its weed control functions,
- d) To keep records about the exercise of the local control authority's functions under the Act, and
- e) To report to the Secretary about the exercise of the local control authority's functions under the Act.

A local control authority's power to delegate its functions is prescribed by section 375 of the *Biosecurity Act*. That section authorises the local control authority to delegate any of its functions under the Act or regulations made under the Act to an officer or employee of the authority. If authorised by the local control authority, that officer or employee may sub delegate any function to another officer or employee of the authority.

Consequently, a local control authority which is a council does not have the power to delegate any of its functions under the *Biosecurity Act* to a committee under section 355 of the *Local Government Act* whether or not that committee is a committee of the local control authority or a committee of another council.

The *Biosecurity Act* does however allow local control authorities to enter into arrangements between themselves for the joint exercise of their functions. In this regard, section 374 of the *Biosecurity Act* allows a local control authority to enter into an arrangement with one or more other local control authorities under which the local control authority authorises an authorised officer appointed by another of those local control authorities to exercise its functions in relation to land for which that local authority is the local control authority.

In essence such an arrangement allows a local control authority to utilise the services of an authorised officer(s) appointed by another local control authority.

Despite such an arrangement, each such local control authority remains the local control for its area and remains responsible for the discharge of the functions of local control authority within its area.

It is therefore not possible to dissolve a county council which functions as a local control authority and replace it with a committee of a local council formed under section 355 of the *Local Government Act*.

In the event that a county council which is a local control authority under the *Biosecurity Act* was dissolved, then unless the county council's functions were to be transferred to a joint organisation, each of its constituent councils will revert to being

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the local control authority under the *Biosecurity Act* for its respective local government area.

The procedure for seeking the dissolution of a county council is the same as that for amending its constitution as outlined above.

Before contemplating dissolution, a county council must consult with the Department of Primary Industries for the purpose of seeking its views on the proposal and the alternative arrangements proposed for undertaking of weed control functions in the local government areas of the constituent councils. Those views would need to be provided with any proposal submitted to the Minister.

I trust this information is of assistance. If you require any further information on this matter please feel free to contact Mr David Rolls, Senior Lawyer of this Office on (02) 4428 4210.

Yours sincerely



Tim Hurst
Acting Chief Executive

9/12/17

Section 2

Senior Weeds Officer's Report

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ITEM 8.1. SENIOR BIOSECURITY OFFICER'S REPORT

Despite the ongoing drought 620 inspections have been conducted this quarter covering 186646 HA.

Species of infestations found:

African Boxthorn, Blackberry, Balloon Vine, Bridal Creeper, Bathurst Burr, Blue Heliotrope, Boxing Glove, Green Cestrum,

Hudson Pear, Harissia cactus, Jumping Cholla, Mimosa Bush, Madeira Vine, Mesquite, Noogoora Burr, Parthenium, Rope Pear, Snake Cactus, Silverleaf Nightshade, Tiger Pear and Velvety Tree Pear.



During inspections we have been also focussing on properties that may have bought fodder. This has not always been welcomed at some properties however it is our Biosecurity duty. Possible weeds of concern are Annual Ryegrass, Bedstraw, Bifora, Black Knapweed, Branched Broomrape, Cape Tulips, Fireweed, Gamba Grass, Grader Grass, Tropical Soda Apple, Wild Radish and Parthenium Weed.

Parthenium Weed has been found in the Walgett shire, 30km North of Carinda. The roadside infestation had approximately 50 mature plants spread over 50 meters. (Latitude -30.247407/longitude 147.881740) The Parthenium infestation found in Lightning Ridge last November germinated again this year after rain. Two plants were also found at the Hebel Wash down bay. All sites are continually monitored.



(Parthenium photos - Mathew Savage)

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The Serrated Tussock infestation has been monitored in the Warrumbungle Shire. In conjunction with Local Land Services we are planning to hold a small field day on the site of infestation to assist landowners with identification and information.



(Photo - Andrea Fletcher)

Biosecurity Property Inspection Notices are being sent out and attracting prompt attention.

There is still a lot of misconception from the communities and landowners regarding who is responsible for controlling weeds. CMCC is responsible for controlling roadsides. Rural and residential owners are responsible for their land, as is Crown, Opal Reserves, Local Land Services, rail and other Council lands responsible for their land.

Given the recent new incursions of Hudson pear in Baradine and The Pilliga, CMCC attended the Baradine Show in March conducting education and awareness. It is alarming how many comments refer back to Prickly Pear or Tiger Pear when the word “**Hudson pear**” is mentioned. We had a Hudson pear plant displayed (in a perspex cage) to demonstrate identification.



Other shows attended for education and awareness include the Coonabarabran, Gilgandra, Coonamble, Warren and Dunedoo shows. We always receive positive outcomes attending these shows. Landowners

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and members of the community always take the opportunity to come and report a weed or confidentially dob in a neighbour.

On the 26 March, in conjunction with Jodie Lawler, Project Coordinator for Local Land Services and Phillip Blackmore, Invasive Species Officer for DPI, we held a Hudson pear meeting in Coonamble. A site tour at Quanda 5 ways was conducted before the meeting.

We had 20 attendees and one apology. Attendees were from National Parks, Central West Local Land Services, Coonamble Shire, Crown Lands, Warrumbungle Shire and private landowners. This was a very positive outcome. From this meeting a Hudson pear Taskforce has been established and will be coordinated by Local Land Services. CMCC has received \$50,000 from DPI previously and an additional \$30,000 from LLS. (Coonamble Times published details of the meeting)

A Macquarie Valley Weeds Committee meeting was held in Lightning Ridge on Monday 13 May. We conducted a site tour at the Hudson Pear release sites in Cumborah and Grawin. Andrew McConnachie also gave a presentation at the Grawin. On Tuesday 14th March at the Lightning Ridge Bowling Club we attended a Mental Health Session before the Committee meeting and after attended an SOS meeting (Stop off-target spraying)



Hudson pear Bio Mass Rearing Facility is well in progress. This will be the first establishment of its kind in Australia. In addition to the \$200,000 from DPI \$90,000 has been offered to CMCC to employ a person 3 days per week over 3 years for the day to day running and data collection of the facility. We are hoping to have our first releases from the facility come end of September / early November.



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Senior Weeds Officer Report
<p>Recommendation:</p> <p>That Council receive and note the Senior Weeds Officer report.</p> <p>Moved:</p> <p>Seconded:</p>

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ITEM 8.2. BIOSECURITY OFFICER'S REPORT

This report will be tabled at the Meeting.

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ITEM 8.3. CONTENTIOUS ISSUE: USE OF GLYPHOSATE IN LAND MANAGEMENT

Hello everyone

Not sure if you are aware that ISJO auspices the Illawarra District Weeds Authority – where three of our member councils contribute to the Authority undertaking weed control on their behalf.

About 10 days ago the Authority announced its intention to treat 5 targeted sites across the Illawarra to manage bitou bush infestations in inaccessible areas by aerial spraying, with some of the sites being treated with RoundUp and others another herbicide called Brush-off. When the media published the story just before the June long weekend social media went into overdrive – the community are very concerned about the use of RoundUp (ie Glyphosate) and the potential impacts to their health and the environment.

As a result, our Board made the decision last Friday to pause the planned program and engage an independent specialist to review the use of herbicides such as glyphosate in aerial spraying. While you may not have weeds management in your remit, I'm touching base to see if any of your member councils are grappling with whether to use RoundUp or not.

Before we start the process of an external review, are any of your member councils interested in being part of this process too?

Leanne



Leanne Taylor

Chief Executive | [Illawarra Shoalhaven Joint Organisation](http://illawarra-shoalhaven-joint-organisation.org.au)

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